



**APPROVED CA**

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## **REGULATIONS REGARDING THE STUDENTS' PROFESSIONAL ACTIVITY**

### **CHAPTER I – GENERAL PROVISIONS**

#### **Art. 1**

The present Regulations are drawn up in accordance with the following provisions:

- a) The Law for Higher Education no.199/2023, with the following changes and additions
- b) Order no.3693/2024 for the approval of the Framework Methodology concerning the organization of admission to higher education at undergraduate, bachelor, master and doctoral levels;
- c) Order no. 5146/2019 on the approval of the generalized application of the European Credit Transfer System;
- d) Order no. 3223/2012 for approving the Methodology for the recognition of study periods abroad;
- e) Order no. 4262/2024 for the approval of the Methodology on student academic mobility;
- f) Order no. 3691/2024 for the approval of the Framework Methodology for the organization and conduct of graduation, bachelor/diploma and dissertation exams;
- g) Charter of the "Carol Davila" University of Medicine and Pharmacy of Bucharest, current edition;
- h) Other normative acts

#### **Art. 2**

The present Regulations define the professional relations governing the teaching activity, established between the students of undergraduate and master's degree programs (hereinafter referred to as students) and the "Carol Davila" University of Medicine and Pharmacy of Bucharest (hereinafter referred to as the University).

#### **Art. 3**

(1) The field of undergraduate studies is HEALTH. The undergraduate degree programs that the University offers are:

1. Sector regulated specializations (Table in final document) :

- a) Medicine - 6 years of study /360 credit units (bachelor and master studies offered in a combined program);
- b) Dentistry / Stomatology - 6 years of study / 360 credit units (Bachelor and Master studies offered jointly);



- c) Pharmacy - 5 years of study / 300 credit units (Bachelor's and Master's studies offered jointly);
- d) General Nursing and Midwifery - 4 years of study / 240 credit units. 2. General regulated specializations, 3 years of study/180 credit units:
- a) Balneo-physiotherapy;
- b) Dental technician;
- (2) Taking into account that the medical professions, i.e. doctors, dentists/dentists/dentistomatologists and pharmacists, are specifically regulated by rules, recommendations or best practices at the European Union level, within the faculties of Medicine, Dentistry/Dentistry/Stomatology and Pharmacy, the first cycle (Bachelor's degree) and the second cycle (Master's degree) are carried out in a single university degree program with a duration of 5-6 years, the diplomas obtained being equivalent to the Master's degree.
- (3) The master's degree programs are included in the master's fields of Medicine and Pharmacy.

## CHAPTER II – THE STUDENT

### Art. 4

- (1) A student of the University is the person who fulfills the following conditions: he/she is admitted to studies, is enrolled in studies in accordance with the legal provisions and signs an Individual Study Contract with the University; in the case of students admitted on fee-paying places, it is compulsory to pay the tuition fee. Student status is attested by the student grade card, which is stamped annually. The student grade card is the basis for the student's legitimization for all University services and activities.
- (2) The Student status is acquired under the following circumstances:
- a) as a result of the admission competition, in accordance with the University admission regulations;
- b) by re-enrolment, under the conditions of these regulations (students who obtain approval for re-enrolment will keep their original matriculation number);
- c) by academic mobility, from another higher education institution, for a limited/definite period of time;
- d) by provisions of the Ministry of Education (MoE);
- e) by admission to studies on the basis of assessment of the candidates' academic performance and personal achievements.
- (3) The termination of student status occurs in the following situations:
- (a) on graduation from the course of study;
- b) by withdrawal from studies;
- c) by expulsion;
- d) during the interruption of studies;
- e) failure to pass the first year.
- (4) Suspension of student status for non-payment of fees shall take effect from the time of approval by the Board of Directors until the time of payment in the same academic year.
- 3) When the student status is terminated, he/she (the student) is obliged to submit to the secretary's office of the faculty the student card, the travel card (if applicable), the liquidation form.



### CHAPTER III – REGISTRATION. ENROLMENT

#### Art. 5

- (1) Enrollment is made by decision of the Rector, at the student's request, after fulfillment of all legal requirements, based on proposals submitted by the Deans of faculties. Once the application has been approved, each student is registered in the Matriculation Register under a unique number, valid for his/her entire schooling in the respective faculty. Once enrolled in the higher education institution, the student signs an Individual Study Contract with the University.
- (2) Students enrolled in undergraduate degree programs in the medical-pharmaceutical fields may not complete 2 years of studies in a single year.
- (3) It is not possible to simultaneously enroll/study in two study programs at the university.
- (4) For students who are international citizens, scholarship holders of the Romanian state, including Romanians from abroad, the enrolment is based on the nominal order issued by the Ministry of Education, following the approval given by the University management.
- (5) For international students (NON-EU) studying on a fee-paying basis, enrolment is based on the letter of acceptance to study issued by the MoE. The final enrolment of these students is based on:
  - (a) after recognition and equivalence of high school/university studies by the MoE;
  - (b) after verification and endorsement of the student's personal file by the MoE;
  - (c) after passing the language proficiency examination, where applicable;
  - (d) upon the Rector's decision.
- (6) The complete file of international students is kept at the International Foreign Students Service Office.
- (7) The international student shall complete the file with the baccalaureate/licenciate diploma in original and in legalized translation into Romanian by the beginning of the second semester of the first year; otherwise he/she will be expelled.
- (8) Enrollment for studies of students admitted through a competitive examination (evaluation of the performance in the personal file) is done according to the approved schedule. The Administrative Board may decide, in exceptional circumstances, to extend this deadline.

#### Art. 6

- (1) Upon enrollment in the first year of the first cycle of bachelor's degree / bachelor's and master's studies offered in a combined program, the student's personal file is prepared at the level of the secretariats of the faculties, and must contain:
  - a) Baccalaureate diploma or its equivalent in original (for Romanian citizens who have completed their high school studies outside Romania, the baccalaureate diploma is also accompanied by the document issued by C.N.R.E.D./M.E. which certifies that the baccalaureate diploma obtained in the Member States of the European Union, of the States belonging to the European Economic Area, of the Swiss Confederation or in other states, gives the candidate access to bachelor and master studies offered in a combined program; for fee-paying students enrolled at another university, a copy of the original and a certificate from the university, showing that the original baccalaureate diploma is held at the university, are also accepted;
  - b) The application form, completed in all the fields, according to the standard form;
  - (c) Certified copy of the birth certificate;



- d) Proof of fee payment (for fee-paying students, for transfer students);
- e) Individual undergraduate study contract;
- f) Approval of the transfer, academic record for the previous years from the faculty/university from which the student is transferring, syllabus for these studies (in the case of transfer students);
- g) Medical certificates;
- h) Written papers from the entrance examination (with appropriate exceptions);
- i) Other documents (photo  $\frac{3}{4}$  cm, copy of identity card, copy of residence permit, documents required for the award of scholarships, according to the Scholarship Regulations, documents granting certain rights, records of imposing sanctions).
- (2) Upon enrollment in the first year of the first cycle of the master's degree program, the student's personal file is prepared by the secretary's offices of the faculties, which must contain:
- a) Baccalaureate diploma, in a certified copy;
- b) The bachelor's degree + supplement, in a certified copy;
- c) Master's degree + supplement, in a certified copy (if applicable);
- For Romanian citizens who have completed their bachelor's and master's studies outside Romania, the diploma must be accompanied by the document issued by C.N.R.E.D./M.E. certifying that the bachelor's degree obtained in the Member States of the European Union, the States belonging to the European Economic Area, the Swiss Confederation or in other states gives the candidate access to master's studies;
- d) A certificate from the university of graduation concerning the form of financing for the entire duration of the studies - free/tuition fee (only for 5 or 6-year faculties), original, which is compulsory for the application;
- e) Enrollment form (to be completed with the name before marriage and, in brackets, the name after marriage; to be completed at the secretary's office);
- f) Certified copy of the birth certificate;
- (g) Certified copy of the Marriage certificate (if applicable);
- (h) Identity card, certified copy of the original;
- i) Proof of fee payment (for fee-paying students, for transfer students);
- j) Individual Master's degree study contract;
- k) Medical certificates;
- l) Curriculum vitae (where applicable, as specified on the presentation page of each Master program)
- m) Other documents (photo  $\frac{3}{4}$  cm, copy of identity card, copy of residence permit, documents required for the award of the scholarship, according to the Scholarship Regulations, documents granting certain rights, records or imposing sanctions);
- n) Personal data processing consent form.
- (3) Candidates declared admitted in the first year and not enrolled within the period established by the approved calendars lose the right to be enrolled.

#### **Art. 7**

- (1) The student's enrollment in the second and following years is done at the beginning of the academic year, after the end of the credit session, for students in this situation, at the student's request approved by the Dean, based on the previous academic year's promotion and after filling in the enrollment form.



(2) Romanian students paying tuition fee, as well as international students who are enrolled through academic foreign currency account, must pay the tuition fee, according to the decision of the Board of Directors, approved by the University Senate.

(3) The student declared as a repeat student will be enrolled, also upon request, in the year of study he/she is repeating (exception: first year students who will be expelled).

The application form must be completed after the previous academic year and after filling in the registration form.

**Art. 8** In the student's file, together with the completed enrollment form, the student must sign a sworn statement that he/she (the student) is aware of the content of these Regulations and of the content of the Individual Study Contract.

**Art. 9**

(1) The students' documents during undergraduate and master studies are:

a) student grade card - issued by the Dean's Office. The student card contains all the marks obtained in exams or other forms of knowledge verification (including those not passed), which the student is required to take during his/her studies;

b) transportation pass - issued by the Dean's Office, in accordance with the law ;

c) library card - issued by the library staff;

d) documents required for the regulation of the stay in Romania - for international students - issued by the International Students Service.

(2) Unjustified corrections, erasures and insertions of false data are not allowed in students' documents. These acts constitute forgery in public documents and are punishable under the laws in force and these Regulations.

(3) In case the student loses his/her student documents, a duplicate will be issued after the loss has been announced in the press .

(4) In case of academic mobility, interruption of studies, drop-out or expulsion, the Dean's Office will withdraw these documents.

(5) For the situations mentioned in para. (4), the release of the study documents from the student's personal file is made upon request, by termination of the study contract, only upon presentation of the liquidation form with all the fields completed and signed.

## CAP. IV – THE INDIVIDUAL STUDY CONTRACT

**Art. 10**

(1) The individual study contract, signed by the student, is a mandatory obligation for enrolment for study.

(2) The individual study contract stipulates the student's rights and duties;

(3) The individual study contract stipulates the student's financial obligations;

(4) In case of annulment or termination of the Individual Study Contract, as well as upon termination and completion of studies, the student is obliged to go through the procedure of liquidation of obligations/debts towards the University.

**Art. 11**

Tuition fees are proposed by the Administrative Board and approved by the University Senate. Payment arrangements are set out in the Individual Study Contract.

**Art. 12**

(1) In the case of students enrolled prior to the academic year 2024-2025, the method of financing their studies, i.e. budget or fee-based, is determined annually, by classification,





according to the performance obtained in the previous year and expressed as a weighted average. Exceptions to this classification are students who still have to take exams in the credit session, transfer students who are enrolled on a fee-paying basis and those who have already benefited from budget funding under another bachelor's or master's degree program.

(1) Starting with the class of students enrolled in the first year, academic year 2024-2025, the method of financing their studies, i.e. budget or fee-based, established according to the ranking of the candidates after the admissions competition, shall be maintained, as a rule, for the entire duration of their studies. The status of fee-paying student shall be changed under the conditions laid down by the University Senate, in accordance with these Regulations, at the beginning of the academic year. Transfer students who are enrolled on a fee-paying basis and those who have already benefited from budget funding under another bachelor's or master's degree program do not benefit from a change in fee-paying status. For students who are repeating a year and for those who have had their studies interrupted, the form of funding is fee-based.

## CAPITOLUL V – PERFORMANCE EVALUATION. EXAMINATION.

### *Professional Activity*

#### **Art. 13**

(1) The promotion of the academic year requires obtaining the 60 credits allocated to a year of study no later than September 30 of the current academic year, except for years I and II, which are awarded with 60+2 credits for the discipline of physical education.

(2) The subject "Physical Education" is compulsory, is credited, and the grades and credits concerned are not included in the calculation of the weighted average.

For the students who have benefited from the interruption of their studies, the form of financing is tuition fee.

#### Art.14

In the University, the student's professional activity takes the form of: courses, practical work, seminars, clinical internships, individual study, tutoring / consultations, scientific circles, etc.

#### **Art. 15**

The program of theoretical and practical activities must be fully covered by every student.

#### **Art. 16**

The Curriculum includes compulsory, optional and elective subjects. Credits for optional subjects may be awarded by choosing, attending and passing at least one optional subject per year.

#### **Art. 17**

The teaching shall be carried out as follows:

- a) linear teaching; OR
- b) modular teaching (at the Faculty of Medicine, for certain clinical subjects).

#### **Art. 18**

The assessment/evaluation of the student's preparation is done throughout the entire course of studies, during seminars, practical work and other forms of activity provided for in the Teaching Plans, as well as through examinations that are held in the established sessions, according to the structure of the academic year.



### **Art. 19**

For the linear education, the sessions are:

Session I - winter, at the end of semester I - for subjects taken in semester I;

Session II - summer, at the end of the second semester, for subjects taken in the second semester. In session II no exams organized for a student in subjects taken in session I can be taken.

Session III - Remedial - from September 1 to September 15 (for final years, this session is held in the first week after the end of Session II);

Session IV - credits - between September 16 and 22 (for the final years, this session is held in the first week after the end of Session III).

For grade increments the exams will be scheduled from September 5-15.

The scheduling of the exams for session III, as well as those for the mark increase for each subject, will be fixed and posted (online and at the subject's office) on the last day of session II.

### **Art. 20**

(1) In sessions I and II may participate students who fulfill the examination requirements, including those established by the regulations of each discipline, approved by the Department Council and endorsed by the Faculty Council (hereinafter referred to as examination requirements).

(2) In Session III may participate students who after Sessions I and II fulfill the examination conditions and have no more than 30 credits outstanding. Students with 31 or more credits outstanding after sessions I and II are declared repeats.

(3) In Session IV - students who fulfill the examination requirements after Session III and have no more than 12 credits remaining after Session III may participate. Students with 13 or more credits outstanding after session III are declared repeaters.

(4) Students who have two successive repeats are expelled.

### **Art. 21**

For modular education, examinations are held:

- At the end of each module;

- In sessions III and IV.

### **Art. 22**

Students who, after session IV (linear or modular education), have outstanding credits, are declared repeaters. No retakes are accepted After September 30.

### **Art. 23**

(1) In the case of linear education, the student may, if he fulfills the requirements (including those set out in Article 20 (2) and (3)), sit the examination a maximum of 3 times, as follows:

- the first sitting in the session following the session following the conduct of the training (session I or session II);- the second sitting in the session in which the rest of the examination (session III);

- the third sitting in the credit session (session IV).

(2) In the case of modular education, the student may sit the examination if he/she fulfills the requirements (including those set out in Article 20 (2) and (3)) a maximum of 3 times, as follows:

- first presentation after the module taken;

- the second presentation in the resit session (session III);

- the third presentation in the credit session (session IV).



(3) Failure to attend the examination on the date scheduled for the group in question will result in the loss of the possibility of taking the examination in that session, thus reducing the number of possible appearances.

(4) It is not allowed to sit 2 (two) examinations on the same day (sessions I-IV)

#### **Art. 24**

Only registered students can take exams at the University. Students are accepted to the exams only on the basis of the catalogue issued by the Dean's Office, which officially certifies their student status.

#### **Art. 25**

(1) At the beginning of the academic year, each subject must post the syllabus, the objectives of the course and of the practical work, the examination topics, the reference bibliography and the evaluation and grading procedures, according to the subject description. This information is published on the university website and remains valid throughout the academic year.

(2) The assessment of knowledge may be in the form of an examination, a mid-term check/assessment, a colloquium, etc. The marking of students' answers is done with marks from 10 to 1, whole numbers, the minimum pass mark being 5.

(3) Marks (obtained) less than 5 will result in the exam being repeated in a future session for the non-promoted paper(s). Failure to pass in the stages prior to the final examination will result in the student not being admitted to the examination.

#### **Art. 26**

1) The teaching and examination rules must be known and respected by the entire academic community.

(2) Course teaching, course support and assessment shall be conducted in Romanian, English for study programs taught in English, and French for study programs taught in French, respectively, in the years of study in which, according to the study contract, the teaching is conducted in a foreign language.

(3) a. The examination procedure and specific requirements shall be brought to the attention of the students by the course holder during the first course session. The form of assessment for a subject shall be approved by the Faculty Council by September 15 and may be written, oral, practical or other form of knowledge test.

b. For each subject, the examination syllabus for each subject shall be determined on a unitary basis by the course holders and Heads of Discipline and approved by the Department Council, depending on the analytical syllabus of the course and the content of the internship/ practical work respectively.

c. Where the study of more than one subject is completed with a single mark (complex examination):

- it is compulsory that each of the subjects covered must have a specified weighting in the examination and in the final mark;
- the weighting of each subject in the final mark is in proportion to the amount of subject taught (number of hours of preparation);
- the heads of the subjects shall determine by common agreement how the examination is to be conducted.

(4) Students have the right to sit for the final assessment of a subject only if all professional obligations (projects, practical work, reports, etc.) and all financial obligations (tuition fees, examination fees, fees for making up absences, etc.) have been fulfilled.





**Art. 27**

(1) Theoretical examinations shall be held in the presence of at least two teachers: the teacher in charge of the lecture or a person delegated by him/her and at least one other teacher involved in the teaching activity of the series in question, on the day and place set, between 7:30 and 20:00. It shall not be permitted to exceed 8.00 p.m. for the examination, irrespective of how it is conducted.

(2) Replacement of examiners may be made at their justified request (with supporting documents), with the approval of the Dean.

**Art. 28**

An interval of at least two days must be allowed between two successive examinations in sessions I, II and III, in linear education.

Session IV - credit is exempt from this provision.

**Art. 29**

(1) For sessions I and II, the day, time and place of the examinations are set by the Dean's Office upon proposal of the students, after consultation with the teachers, during the first half of the semester, by posting at the subject's office, before the beginning of the examination session. For modular education the exam will be held at the end of each module.

(2) For session III and for grade increments, the scheduling of exams will be done until the end of session II and will be posted at the Dean's office/discipline, after the final determination.

**Art. 30**

In subjects with a single annual examination, after one semester of teaching, evaluations may be organized throughout the year, by mutual agreement between the head of the discipline and the students.

**Art. 31**

Irrespective of the form of assessment, the examination of students in a subject must be consistent, both in terms of difficulty and in terms of the way it is conducted and the number of subjects examined. The responsibility for ensuring consistency of the examination lies with the head of the discipline (if there are more than one teacher of the same subject in the subject) or the head(s) of the department (if the examination is held in more than one subject teaching the same subject).

**Art. 32**

(1) Students are required to come for the exam at the time and place set according to the schedule.

(1) For sessions I and II, the day, time and place of the examinations are set by the Dean's Office upon proposal of the students, after consultation with the teachers, during the first half of the semester, by posting at the subject's office, before the beginning of the examination session. For modular education the exam will be held at the end of each module.

(2) For session III and for grade increments, the scheduling of exams will be done until the end of session II and will be posted at the Dean's office/discipline, after the final determination.

(2) Acceptance to the examination is made only after verification of the student's identity on the basis of a valid identity document (ID card or passport) and on the basis of the student's student card (or with a temporary attestation from the Dean's Office).

**Art. 33**



(1) During the examination, students are not allowed to carry cell phones or other electronic devices that allow interpersonal communication or data consultation. Cell phones must be switched off when entering the examination room and must remain switched off for the duration of the examination.

(2) Handbags, outerwear and cell phones are to be stored in places specified by the supervising teacher and not near students.

(3) Failure by the student to comply with the requirements of the examination entails exclusion from the examination.

**Art. 34**

(1) For written examinations, students are assigned to the examination room according to the decision of the teachers.

(2) For the written examination, students must carry a pen or pencil and all the allowed materials necessary for the examination.

**Art. 35**

(1) During the examination, communication between students is prohibited. Any requests or questions may only be asked aloud.

(2) The teaching staff supervising the examinations must display an attitude that discourages any attempt at fraud, the course holder and the head of the subject being directly responsible for this aspect of the subject and academic ethics.

(3) On leaving the hall, students must hand in their written work and drafts.

**Art. 36**

In oral examinations, the student is allowed time to think and a maximum of 20 minutes to answer.

**Art. 37**

For any type of examination, the last 3 students must remain in the room until the examination of all students is completed.

**Art. 38**

For exams to be held on Saturdays or Sundays, a consensus between teachers and students is required in accordance with the structure of the academic year.

***Passing the exam***

**Art. 39**

Assessment in the exam must be objective and represent the student's professional performance.

**Art. 40**

The oral exam results are given to the student the same day and are recorded in the catalogue and in the grade book, and in the case of written exams, they are given to students within a maximum of 3 working days after the exam, by posting in an anonymized format at the discipline office or in the online space of the subject.

**Art. 41**

(1) A student may dispute the marks obtained in written examinations within one working day of the announcement of the results, by submitting the written appeal to the secretary's office of the discipline or by sending it online to the address indicated by the head of the discipline.

(2) A student may only lodge an appeal against his/her own results.

(3) The decision on the appeal will be taken by a committee that does not include the teachers who initially assessed the student, in the presence of the student contesting the appeal, if the student so requests.



(4) The answer to the appeal shall be communicated in writing to the student, within 2 working days after its submission.

(5) If it is proved by irrefutable evidence that the examination was conducted irregularly or that the student has been judged incorrectly, the Dean of the Faculty may annul the result of the examination and order a new examination by a committee of three teaching staff, in compliance with the examination procedures laid down for the discipline concerned.

**Art. 42**

(1) Passing the exam also implies the awarding of the number of credits established for the discipline.

(2) Students' written papers are internal documents of the discipline. They are kept for one year.

***Examination to increase the grade***

**Art. 43**

The examinations for grade increase shall be conducted with the approval of the Dean of the Faculty, in accordance with the following principles:

(1) No more than 3 grade increase examinations may be taken in an academic year;

(2) Grade-increase examinations are held from September 5-15;

(3) In order to be eligible to apply for a grade increase examination, a student must have passed all examinations Sessions I and II.

**Art. 44**

If the mark obtained in the examination for the grade increase is lower than the initial mark, the initial mark will be maintained in the catalogue / register.

***Liability and sanctions***

**Art. 45**

Substitution in the examination is fraud, is forbidden and is punishable by expulsion of both the student who has been substituted and the student who substituted.

**Art. 46**

Attempted fraud and examination fraud are punishable, regardless of the form in which they are committed: direct communication, existence of written materials, electronic communication devices, impersonation, etc.

**Art. 47**

(1) The discovery on a student, during the examination, of electronic devices capable of communication or consultation of data shall be considered an attempt of fraud, even if those devices have not been used.

(2) Students with impaired hearing and who require the use of hearing aids must notify the course holder of this condition at least 72 hours before the examination and provide medical proof of the need for hearing aids.

**Art. 48**

Students caught on the act of attempted fraud or cheating are removed from the exam on the spot.



#### **Art.49**

(1) Attempted fraud or detected fraud shall be recorded in a report, signed by all teachers present and by the perpetrators of the fraud or attempted fraud. If students refuse to sign, this fact shall be mentioned in the minutes.

(2) The minutes shall be forwarded to the Dean within 24 hours of being drawn up or on the first working day (for examinations held on Fridays or weekends) for analysis and resolution.

#### **Art. 50**

Before the sanction is proposed, both the teacher and the student involved must be interviewed by a committee appointed by the Faculty management.

#### **Art. 51**

The sanctions proposed by the appointed committee must be submitted to the Faculty Council for approval and implemented by the responsible bodies/departments.

#### **Art. 52**

(1) Students have the right to report violations of these Regulations by teachers or other students.

(2) If students observe attempted fraud or cheating during the examination, they must report it to the teachers immediately.

### **CHAPTER VI – ATTENDANCE**

#### **Art. 53**

Absences from practical work/seminars/clinical sessions are made up as follows:

a) Up to 10% absences (whole number before the decimal point, i.e. rounded down): no make-up is required, if justified. No fees are charged.

b) Between 11-25% absences (whole number before the decimal point, i.e. rounded down): all absences must be made up, with the approval of the Head of Subject, during the semester of preparation or the academic year, as appropriate. No fees are charged.

c) More than 25% absences (whole number before the decimal point, i.e. by rounding down): full make-up of the internship/practical work/seminar is required, with the approval of the Dean, after the advice of the Head of Discipline, during the year.

d) Make-ups for absences of over 25% may be made for a fee.

#### **Art. 54**

1) It is mandatory for the student to participate in all forms of activity provided for in the Curriculum. Unexcused absence is considered as a breach of academic discipline.

2) Excuses for absences are given, as the case may be, by the Head of Discipline or by the Faculty Management, in consultation with the titular teacher of the course, on the basis of supporting documents and an individual request registered with the secretariat, submitted by the student within two weeks of resuming the activity.

3) In order to justify medical absences totaling more than 14 consecutive days, it is necessary to present a hospital discharge note or a certificate endorsed by a hospital department head or by a medical committee established by the university management.

4) Medical documents not submitted to the Dean's Office within the above-mentioned period will not be taken into account, and the related absences will be considered as unexcused.



#### **Art. 55**

Failure to make up any absences in the practical activity will automatically result in the student's automatic inability to take part in the examination.

#### **Art. 56**

(1) Absences due to the following circumstances may be accepted as excused:

(a) for cases of illness proven by medical evidence. Only medical documents which clearly establish the cases of sickness and indicate the duration of the absence will be taken into consideration. Once the request has been dealt with, the application together with the medical certificate is attached to the student's personal file;

b) for well-founded reasons, with explanatory notes, which will be brought to the attention of the Dean's Office on the first day of resuming activity;

c) other particular situations: blood donation; participation in research groups in the framework of university or faculty activities; student scientific events; voluntary activities; other special situations, justifiable in the interests of the university, must also be justified and made up. In order to justify these absences it is necessary to submit a request to the Dean of the faculty, before the day of the event.

(2) Students who are absent for good cause will fulfill their school obligations until the end of the activity in the subject/subjects concerned.

(3) The make-up of such excused absences shall be made without payment of fees.

#### **Art. 57**

For exceptional situations caused by personal events (marriage, childbirth, death, etc.) students may be exempted from teaching for a maximum of 5 working days and the corresponding reasons for absences must be given. For justification, students must submit a request to the Dean's Office, accompanied by supporting documents.

### **CHAPTER VII - MEDICAL EXTENSION OF SCHOOLING**

#### **Art. 58**

(1) The request for medical extension of schooling is made in the following situations: hospitalization for more than 60 days or medical care for more than 60 days, of which hospitalization for at least 20 consecutive days.

(2) Medical extension of schooling is not considered as a year repetition, the student will be re-enrolled, upon request, in the same year of studies. The student in such a situation is entitled to receive a scholarship, in accordance with the scholarship regulations.

(3) In the year of the medical extension of schooling, the student retains the same status as in the last year of normal schooling.

#### **Art. 59**

(1) The application for a medical extension of schooling must be submitted to the secretariat of the faculty within 2 weeks after the end of the period of medical exemption mentioned in the medical certificate and no later than September 20 of the current year.

(2) The approval of the medical extension of schooling is made by the Administrative Board, based on the proposal of the Dean Offices.

#### **Art. 60**





- (1) As a rule, medical extension of schooling cannot be granted for 2 consecutive years.
- (2) In exceptional circumstances, the Administrative Board may approve additional extensions of schooling.

#### **Art. 61**

In the year of the medical extension of schooling, the student's teaching obligations are limited to unpromoted subjects and new subjects in the event of a change of curriculum. The student is not entitled to additional schooling.

### **CHAPTER VIII - INTERRUPTION OF STUDIES. WITHDRAWAL FROM STUDIES INTERRUPTION OF STUDIES**

#### **Art. 62**

- (1) The Board of Administration may approve a request for interruption of studies for a maximum of 2 years during the entire duration of the schooling.
- (2) Examinations passed up to the date of interruption shall be recognized.
- (3) Students who have interrupted their studies, as well as repeat students, are obliged to enroll in the following academic year within the period established by the present regulation, exceeding this period leading to their expulsion, by communicating the expulsion decision.

#### **Art. 63**

- (1) Fee-paying students are obliged to pay the tuition fee up to date, including the full tuition fee for the month in which they request interruption.
- (2) Students who interrupt their studies before the expiry of the term for which they have paid the tuition fee shall not be entitled to a refund of the fee paid.

#### **Art. 64**

- (1) Students who have interrupted their studies are obliged, when they resume their studies, to fulfill the teaching obligations resulting from possible changes in the curricula, by taking the newly introduced subjects and passing the necessary exams.
- (2) Students who have interrupted their studies for reasons other than medical, when they resume their studies, are enrolled on a fee-paying basis, regardless of their status (free/fee-paying) at the time of interruption.

### **WITHDRAWAL FROM STUDIES**

#### **Art. 65**

- (1) The student has the right to request withdrawal from his/her studies, through an application submitted to the Dean's Office.
- (2) The student who requests withdrawal from his/her studies is obliged to pay the tuition fees up to date by the date of withdrawal.
- (3) The documents in the personal file are issued only upon presentation of the completed and signed withdrawal form to the Dean's Office.



## CHAPTER IX - ACADEMIC MOBILITY

### Art. 66

(1) The academic mobility of students within the University from other educational institutions with identical profile is possible only for students who passed all exams. The academic mobility of students for the Faculties of Medicine and Dentistry/Stomatology is possible for the second, third and fourth years, for the Faculty of Pharmacy for the second, third, fourth and fifth years and for the FMAM for the second year (3-year program) and for the second and third years (4-year program) respectively. Academic mobility of students is not allowed for the first year as well as for the last and before last year of studies at the Faculties of Medicine, Dentistry/Stomatology and at the FMAM for the first and last year of studies.

(2) Academic mobility can take place only at the beginning of the academic year.

(3) No applications for mobility can be submitted during the academic year.

**Art. 67** Students from other approved higher education institutions may transfer in the University provided they have passed all exams in the previous year, according to the rules for promotion of the academic year applied in the University, as set by the Regulations.

### Art. 68

(1) Permanent academic mobility lies on the „the stipend/grant follows the student“ principle

(2) Students transferring in the University without a place paid for by the state (fee-paying) shall pay the tuition fee for the rest of their study period.

### Art. 69

(1) Applications for transfer are to be submitted before the beginning of the academic year.

(2) The approval of the transfer depends on the full payment of all debts to the University.

### Art. 70

The equivalence examinations the student must take during the academic year he/she has been enrolled in are set (following the analysis of the syllabi) by the equivalence committee appointed by the Dean's Office.

## CHAPTER X. RECOGNITION OF STUDIES

### Art. 71

On completion of studies, all graduates of a year must have studied the same Curriculum and have Supplements to the Diploma holding the same mandatory subjects.

### Art. 72

The current Regulations concern the recognition of studies attended in other medical academic institutions by students requesting enrollment in the University.

### Art. 73



The equivalence/recognition rules apply both to international students applying for enrollment or transfer, and to Romanian students applying for transfer and who have partly studied in a similar institution Romania or have graduated a program in the field.

#### **Art. 74**

- (1) Only the studies completed in medical pharmaceutical higher institutions can be recognized.
- (2) The Faculty of Medicine, Faculty of Stomatology respectively, does not recognize the studies taken in the faculties of biology, chemistry, veterinary medicine, nursing, medical colleges or master's, etc.
- ( 3) In order to recognize studies, committees for recognition (coordinated by the Central Committee for academic mobility and recognition) will be set up.

#### **Art. 75**

The recognition of studies requires the fulfillment of the following conditions:

- (1) The content of the subjects studied (attested by the syllabus) and the duration of the subjects studied (attested by the syllabus) correspond to the syllabus and the equivalent curriculum of the University in a proportion of at least 70%;
- (2) Only subjects in which the applicant has passed the examinations at the educational institution where he/she studied are taken into account.

#### **Art. 76**

- (1) Applications for the equivalence of studies for academic mobility and / or enrollment in a study year are submitted to the Rector's Office before the beginning of the academic year, according to the approved calendar.
- (2) For the equivalence of studies, the applicant shall submit the original documents from the transfer file.
- (3) All documents requesting equivalence of studies shall be submitted only once. Subsequent additions to the files shall not be accepted.

#### **Art. 77**

- (1) The evaluation of applications for equivalence of studies is carried out by the Equivalence Commission of each faculty.
- (2) The evaluation of the file shall take place within a maximum of 30 working days from the date of its submission.

## **CHAPTER XI - CLASIFICAREA STUDENȚILOR PE LOCURILE DE STUDIU BUGETATE ÎN FUNCȚIE DE PERFORMANȚELE ACESTORA ÎN PROCESUL DIDACTIC**

### **I. Regulations applicable to students enrolled prior to the academic year 2024-2025**

#### **Art. 78**

- (1) The classification of students on state-funded places on the basis of their teaching performance is carried out annually.
- (2) These regulations apply to all faculties within the University.



#### **Art. 79**

- (1) The allocation refers to all budgeted places for each year of study, according to the number of budget-funded places.
- (2) For one year of study, the budgeted places are treated as a unit, with no breakdown by series.
- (3) The allocation to budgeted places is for students who are enrolled at the University.
- (4) Students admitted on a budgeted place as Olympians, without an entrance exam, keep their budgeted place only for the first year of studies, after which they compete for a budgeted place .

#### **Art. 80**

The provisions of Art. 79 do not apply to students enrolled at the University on special budgeted places, fee-paying students by equivalence of studies, international students on scholarships or on their own account (foreign exchange or not).

#### **Art. 81**

- (1) Students benefiting from a one-year student mobility grant retain the status they had (budgeted or fee-paying) in the year prior to their departure on the mobility grant.
- (2) Students benefiting from a one-semester mobility grant shall be subject to the same requirements as students not benefiting from a mobility grant if the mobility takes place in the first semester of the academic year and shall retain in the year following the mobility the status (budgeted or fee-paid) they had before leaving on mobility if the mobility takes place in the second semester of the academic year.

#### **Art. 82**

The performance standard used to allocate budgeted places in an academic year is the students' academic standing at the end of the last session of the previous academic year.

#### **Art. 83**

The average taken into account for the allocation of the budgeted places is the weighted average of the student's grades, calculated after the session of the resits.

#### **Art. 84**

In the event of a tie, the tie-breaking criterion is the arithmetic average of the weighted averages of the previous years; for the second year, the criterion is the average of the admissions exam.

#### **Art. 85**

The classification of students for the purpose of allocating budgeted places is carried out by the secretarial staff of each Dean's Office, verified by the designated representatives of the student organizations of each faculty and certified, under signature, by the Dean of each faculty.

#### **Art. 86**

The ranking is announced and posted at the Dean's Office of each faculty at the beginning of October.

#### **Art. 87**

- (1) Students may challenge the classification within 2 working days of its posting.
- (2) The appeal must be submitted in writing to the Dean's Office.
- (3) The appeal may only concern one's own results. The student shall state the reasons why he/she considers the classification to be incorrect and shall present arguments and evidence to



that effect.

**Art. 88**

- (1) The appeal shall be solved by the Dean and by the Dean in charge of the teaching activity, within 5 working days from the submission.
- (2) The decision on the appeal is final.

**II. Regulations applicable to students enrolled as from the academic year 2024-2025**

**Art. 89**

- (1) The classification of students on the places with financing from the state budget, respectively with tuition fee, is carried out after the admission contest, based on the ranking of the candidates according to their score.
- (2) The form of financing from the state budget is maintained throughout the normal duration of the study program (6 years for Medicine and Dentistry, 5 years for Pharmacy, 4 years for Nursing and 3 years for the specializations covered by the general regulations), provided that the student is a full time student at the beginning of the academic year.
- (3) The status of fee-paying student shall be changed under the conditions specified in Art. 92 of these Regulations. The change of fee-paying student status shall be assessed at the beginning of each academic year, in case of vacancies with state-funded places.

**Art. 90**

The following categories of students are enrolled on a fee-paying basis:

- (a) students enrolled on fee-paying places, through transfer admission or personal performance evaluation;
- b) students who have already received funding from the state budget within the framework of another undergraduate degree program or Master's degree program (in the case of Master's degree programs);
- c) students repeating the year;
- d) students who have had their studies interrupted.

**Art. 91**

- (1) The status of a student financed from the state budget shall be changed in the following situations: (a) by failure to pass the academic year (repetition); b) upon resuming studies after the end of the interruption period; c) on resumption of studies, after medical prolongation (with the possibility of tuition fee compensation); d) by examination fraud.
- (2) Within each study program, for the places that become vacant on September 30, fee-paying students from the same year of study are reclassified on the basis of their academic performance.
- (3) For a study year, budgeted vacancies shall be treated as a unit, without breakdown by series.

**Art. 92**

- (1) The tuition fee student's status shall be changed under the conditions of his/her reclassification to a vacant place financed from the state budget.
- (2) The average taken into account for fee-paying students in the allocation of vacant budgeted





places is the weighted average of the grades of the full-time student on September 30 of the academic year preceding the reclassification.

(3) In the event of a tie in the averages of fee-paying students, the tie-breaking criterion is the arithmetic average of the weighted averages of the previous years; for the second year, the criterion is the average of the admissions exam.

#### **Art. 93**

For the process of reclassification of students from a fee-paying place to a state-funded place or vice versa, no fees are charged.

#### **Art. 94**

The process of reclassification of fee-paying students in order to allocate vacant budgeted places is carried out by the secretarial staff of each Dean's Office, verified by the designated representatives of the student organizations of each faculty and certified, under signature, by the Dean of each faculty.

#### **Art. 95**

The reclassification of fee-paying students is announced and posted at the Dean's Office of each faculty at the beginning of October.

#### **Art. 96**

- (1) Students may appeal the reclassification within 2 working days from its posting.
- (2) The appeal must be submitted in writing to the Dean's Office.
- (3) The appeal may only concern one's own results. The student shall state the reasons why he/she considers the reclassification to be incorrect and provide arguments and evidence to that effect.

#### **Art. 97**

- (1) The appeal shall be solved by the Dean and by the Dean in charge of the teaching activity, within 5 working days after submission.

#### **Art. 98**

For outstanding success in learning, scholarly work or other special merits, the student may be rewarded by the Board of Trustees by:

- (1) High honor at year, faculty or university level;
- (2) diploma of merit;
- (3) annual or occasional awards;
- (4) financial support from the University;
- (5) merit scholarship;
- (6) special University grants

#### **Art. 99**

The following sanctions may be imposed on a student for violation of the rules of academic conduct:

- (1) written warning;
- (2) suspension of the scholarship for a period of 30 - 90 days;



- (3) suspension or withdrawal of the student's entitlement to certain facilities (dormitory accommodation, transportation pass, etc.);
- (4) expulsion.

#### **Art. 100**

- (1) Tentativa de fraudă se sancționează prin:
  - a) removal of the student from the examination;
  - b) failing the examination;
- (2) A second attempted fraud shall be penalized as fraud.

#### **Art. 101**

Examination fraud, regardless of the form in which it manifests itself, but with the exception of impersonation, is penalized as follows:

- (1) on the first offense, the student: (a) interrupts schooling for the current academic year;(b) shall be enrolled on a fee-paying basis, with effect from the academic year following the one in which the misconduct was committed, regardless of the student's academic status at the time of the misconduct, with recognition of the credits obtained up to the time of the fraud
- c) he/she loses definitively the right to a scholarship and to accommodation in the University dormitories; d) he/she loses definitively the right to a budgeted place, for the entire duration of his/her studies at the University;
- (2) on the second misconduct of this kind, the student is expelled without the right to re-enroll in the University.

#### **Art. 102**

Exmatriculation from the University is decided by the Board of Directors, on the proposal of the Deans and is applied:

- (1) for violation of the rules of professional discipline: cheating or attempting to cheat the examinations by substitution of a person - expulsion without the right to re-enroll in the University;
- (2) for the second offense of fraud - expulsion without the right to re-enroll in the University;
- (3) for a serious breach of the rules of social behavior, inside or outside the University - expulsion without the right to re-enroll in the University;
- (4) for non-payment of financial obligations (fees) to the University, within the deadlines established by the specific regulations - suspension of student status until the financial obligations are paid, but not later than the beginning of the following academic year;
- (5) for dropping out - (dropping out means the complete absence of the student from teaching activities for a period of at least 2 consecutive months, without the approval of the Dean of the Faculty for this);
- (6) exceeding the double of the normal length of tuition in the specialization in which he/she was enrolled by failing - expulsion without the possibility of re-enrolment in the year of study from which he/she was expelled;
- (7) for failure to submit the original baccalaureate diploma (including the certificate of



recognition of the diploma issued by the Ministry of Education, as the case may be), and a certified translation into Romanian by the international student, by the beginning of the second semester of the first year;

(8) to repeat the first year of studies;

(9) for two consecutive repeats.

**Art. 103**

Appeals against sanctions applied shall be addressed to the University Senate within 5 working days from the notification of the sanction.

**CHAPTER XII - FINAL PROVISIONS**

**Art. 104**

(1) These Regulations, approved by the University Senate on June 27, 2024, shall enter into force as from the academic year 2024-2025.

(2) These Regulations are binding for all students.

(3) Amendments and additions to these Regulations shall be made by Decision of the University Senate.