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1. PURPOSE

Art.1. The hereby set of Study Regulations aims to establish the norms, rules and instructions necessary to ensure optimal teaching at "Gr. T. Popa" University of Medicine and Pharmacy Iaşi.

Art.2. The hereby set of Study Regulations was drafted during July – November 2009, and it was overviewed and approved by the Rector of "Gr. T. Popa" University of Medicine and Pharmacy Iaşi and then approved by the University Senate on March, 1st, 2010.

2. FIELD OF APPLICATION

Art.3. The hereby set of Study Regulations is to be applied at "Gr. T. Popa" University of Medicine and Pharmacy Iaşi and must be observed by both teaching staff and students.

3. OFFICIAL REFERENCE DOCUMENTS


SR EN ISO 9004: 2001 - Quality management systems. Guidelines for performance improvement. [Legislation applied by the present Regulations]

Romanian Constitution

Romanian Education Law no. 84/1995, republished, subsequently amended and completed.

Romanian Law no. 128/1997, regarding the status of the teaching staff, subsequently amended and completed.

Romanian Law no. 20-24/1998 regarding the recognition and equivalence of periods of study, diplomas and academic titles.

Law no. 441/2001 regulating the approval of the Government Emergency Ordinance no. 133/2000 regarding university and post university education charging tuition fees.

Emergency Ordinance no. 75 of July, 12, 2005 regarding quality assurance in education.

Law no. 288/2004 regarding the organization of university studies.

Government Resolution no. 916 of August, 11, 2005 regarding the structures of higher education institutions authorized to function temporarily and the subfields of Bachelor degree studies.

Government Resolution no. 749 of 24/06/2009 regarding the approval of the List of
denominations of fields, structures of the upper education system and specializations / curricula for Bachelor degree studies approved or granted temporary authorization, subsequently amended and completed by Government Resolution no 1093 of 30/11/2009.

Government Resolution no. 1175/2006 regarding the organization of Bachelor degree studies and the approval of the list of their fields of study and specializations.

The Order of the Romanian Ministry of Education and Research no. 3235/10.02.2005 regarding the organization of the Bachelor degree studies.

The Order of the Romanian Ministry of Education and Research no. 3617/16.03..2005 regarding general enforcement of the European Credit Transfer System.

The Order of the Romanian Ministry of Education and Research no. 3928/21.04.2005 regarding quality assurance of educational services within upper education institutions.

The Charter of "Gr. T. Popa" University of Medicine and Pharmacy Iași.

4. GENERAL PRINCIPLES

Art.4. The activity of "Gr. T. Popa" University of Medicine and Pharmacy Iași is entirely and unconditionally based on the principles stated in the following official documents: the Emergency Ordinance no.75 of July, 12, 2005 regarding quality assurance in education; the Romanian Education Law no. 84/1995, republished, subsequently amended and completed, Romanian Law no. 128/1997, regarding the statute of teaching staff, subsequently amended and completed, Romanian Law no. 20-24/1998 regarding the recognition and equivalence of periods of study, diplomas and academic titles, Law no. 441/2001, Law no. 288/2004 regarding the organization of university studies, Government Resolution no. 916 of August, 11, 2005 regarding the structures of higher education institutions authorized to function temporarily and the subfields of Bachelor degree studies, Government Resolution no. 749 of 24/06/2009 regarding the approval of the List of denominations of fields, structures of the upper education system and specializations / curricula for Bachelor degree studies approved or granted temporary authorization, subsequently amended and completed by Government Resolution no 1093 of 30/11/2009, Government Resolution no. 1175/2006 regarding the organization of Bachelor degree studies and the approval of the list of their fields of study and specializations, The Order of the Romanian Ministry of Education and Research no.3235/10.02.2005 regarding the organization of the Bachelor degree studies, The Order of the Romanian Ministry of Education and Research no. 3617/16.03..2005 regarding general enforcement of the European Credit Transfer System, The Order of the Romanian Ministry of Education and Research no. 3928/21.04.2005 regarding quality assurance of educational services within upper education institutions and The Charter of "Gr. T. Popa" University of Medicine and Pharmacy Iași. The main objectives of our University are:

- assuring excellence in education and scientific research in the medical field and the applied engineering sciences;
promoting science in the spirit of democratic values, moral standards and academic liberties in the larger context of world and European culture and civilization;

- prevention of exclusion, intolerance and discrimination of any type and in any form;

- offering through its components – the faculties – academic programmes that would satisfy the largest range of educational demands and expectations;

- adapting the knowledge and practical skills of the graduates to the labour market, both by means of initial instruction and the further learning programmes, such as master and MD degrees;

- researching the market and finding employment opportunities for the graduates, depending on their training and skills.

**Art.5.** The undergraduate and graduate academic programmes are elaborated for each faculty in a customized fashion and are conceived according to the present standards, observing at the same time the traditional values of the Romanian schools of medicine, dentistry, pharmacy and medical bioengineering.

**Art.6.** "Gr. T. Popa" University of Medicine and Pharmacy Iași grants its students the right to study optional disciplines according to the curriculum plan, mobility between related disciplines, based on specific criteria and recognition of credits obtained both in our university and in other Romanian and foreign universities, that would have mainly the same teaching standards and with which our University has established certain conventions and protocols.

**Art.7.** Our University guarantees the value and achievements-based hierarchy of students.

(a) At the beginning of each academic year students will be ranked according to the credits obtained. According to their descending ranking position, students will be granted a state-sponsored, tax free position or fee based position.

(b) Students with exceptional results are offered professional training programmes meant to valorise their performances and/or they are encouraged to become part of scientific research teams as well as participate in national and international scientific events. The selection of these students is to be made based on the results obtained in a contest organized by the office of the Vice-Rector in charge with didactic activities and approved by the University Senate. The ranking criteria shall be established by the representatives of the teaching staff and professional committees chosen by the deans’ offices and the students’ representatives; the criteria will be validated by the University Senate.

**Art.8.** In order to provide all information to students and candidates, each faculty shall make public a list of teaching obligations for each year of study, mentioning: disciplines to be studied, teaching staff in charge of courses and corresponding practical works / training stages / seminars. This information is to be published in a presentation brochure paid from state-sponsored and additional funds; the brochure will also be available on the University website.
5. TEACHING REGULATIONS

Chapter I

ORGANIZATION OF TEACHING

Art.9. The structure of the University of Medicine and Pharmacy Iaşi includes: faculties, departments, study disciplines, research units, laboratories, libraries, publishing house, corresponding administrative and technical services – organized in accordance with the relevant provisions of the Law of Education and the University Charter currently in place.

Art.10. Initial and further training are achieved by means of modern teaching principles and methods with a real opening towards permanent achievements and integration in the European community; pursuant to the provisions of the Bologna Declaration and other relevant regulations, our University aims at following in the footsteps of European models in education as far as aspects such as general and specific competences, basic curriculum, the European Credit Transfer System, evaluation and performance, quality control and assurance are concerned.

Art.11. The teaching is organized as day courses and the lectures are presented in Romanian; whenever the case, study programmes or other activities in another international language may be delivered in accordance with the provisions of the law, following approval of the University Senate and the Ministry of Education, Research, Youth and Sport.

Art.12. The Bachelor degree studies at the University of Medicine and Pharmacy Iaşi are structured in accordance with the provisions of the law into specialties, regionally and generally approved by special norms within the European Union.

(a) Higher education studies are organised in three cycles: 1st cycle – Bachelor degree studies (organized according to study fields and specializations); 2nd cycle – Master degree studies and 3rd cycle – Doctoral studies, different as far as admission, duration, organization, content and financing are concerned, as required by the European Union regulations.

(b) As required by the law, the University is responsible for the organization of each cycle, its contents (general and specific knowledge and skills, special cognitive abilities), with the prior approval of the Ministry of Education, Research, Youth and Sport.

(c) In the case of medicine, dentistry and pharmacy – professional fields for which the EU has established special regulations – the 1st and 2nd cycles form a single body of studies, being attended as day courses with a duration of 5 or 6 years; the diplomas thus granted represent the equivalent of the master degree. In this specific case, the master degree studies one chooses to attend after graduation are the equivalent of additional professional training. In the case of bioengineering, the Bachelor degree studies represent the 1st cycle of studies.

Art.13. The European Credit Transfer System (ECTS) is compulsory and is applied in all faculties; the intra- and inter-university ECTS (internal, external) promote enhanced mobility of students and extra flexibility regarding the appropriate training. Credits are defined as numerical values granted for units of learning and other teaching activities that describe the average
workload a student typically needs to achieve the objectives of a discipline; a total of 60 credits per academic year is granted.

**Art.14.** The **Master and MD degree studies** are to be organized in accordance with the requirements of the special set of Regulations elaborated based on the relevant laws and orders of the Ministry of Education, Research, Youth and Sport.

**Art.15.** **Postgraduate education** (medical, medical dentistry and human pharmaceutics), according to the provisions of the law, consists in: residency, specialization in order to acquire a new specialty and continuing education in the field. All the above mentioned forms of education are to be organized and finalized as required by the law, being either tax-free or tuition-charged. The duration, syllabi and the way to complete the postgraduate studies, as well as the taxes and tuition to be paid are subject to approval by the University Senate.

**Art.16.** Higher education providers are autonomous institutions, consequently the **structuring, organization and the education process** proper are the responsibility of our University, in accordance with the provisions of the Education Law.

(a) The proposals of the University Senate regarding the foundation of faculties and specializations are subject to approval by The Ministry of Education, Research, Youth and Sport and The Romanian Agency for Quality Assurance in Higher Education, with the further approval of the University Senate.

(b) Diplomas for the authorised specialities, issued by other authorized Romanian universities that have a policy of excellence in education are equivalent with the diplomas issued by the University of Medicine and Pharmacy of Iaşi.

(c) Curricula and syllabi are subject to periodic evaluation.

**Art.17.** The **curricula** are designed in accordance with national and European standards and are meant to help the student acquire fundamental knowledge in the field of study and promote **student-centred education**. The curricula can be modular, whenever the case, and can comprise mandatory, optional and complementary disciplines. The curricula are proposed by the faculties and are subject to approval by the University Senate. Any changes of curricula (mandatory disciplines) are permitted starting from the 1st year of study and shall be agreed on by the Teachers’ Council and University Senate.

The curricula are to be elaborated by each faculty, taking into account proposals made by the relevant departments, approved by their councils and the University Senate and authorised by the Ministry of Education, Research, Youth and Sport, in order to comply with national and international standards.

Any adjustment of a curriculum is to be justified by the conclusions of yearly analyses of existing curricula and/or by the new demands of the labour market. The adjustments applied to a specific curriculum must not negatively affect any student and are to be applied starting from the 1st year of study.

**Compulsory disciplines**, according to the European curriculum, allow the students to
obtain fundamental knowledge in the field.

**Optional disciplines** allow the student to acquire deeper knowledge in a particular field, in accordance with the personal vocation and specialization of his/her choice.

**Complementary disciplines** are meant to enlarge the field of study with complementary fields. The number of optional and complementary disciplines shall be established every year by the Faculty Council.

The credits destined for optional disciplines can be obtained for any of these disciplines once it was chosen, attended and passed by the student. Once chosen, an optional discipline becomes compulsory. The 1st year students should choose their optional disciplines at the beginning of the academic year, while all the other students the optional disciplines should be chosen prior to the discussion of the curricula for the next year within the Teachers’ Council. Each student should choose an optional discipline from the list of disciplines; following the selection of disciplines the faculty will establish which disciplines should be included in the curriculum. The optional disciplines a student decides to attend additionally during an academic year cannot be considered complementary disciplines and will not be granted any credits; these disciplines will be however mentioned on the Annex to the diploma. These disciplines are not to be considered when the social rights of students are discussed.

The disciplines are coded by means of 2 letters and 5 figures, bearing the following meaning: the first letter indicates the faculty, the second letter indicates the specialization or the department within the faculty, the first figure indicates the year of study, the second and the third figures indicate the semester, the fourth and fifth figures indicate the listing of the discipline in the curricula.

Curricula can also be modular, depending on the specific requirements of the faculties and their specializations.

The curricula cannot extend over the limit of 28 hours weekly, to which the hours destined to clinical summer practice are added.

The number of hours for summer practice can vary from one faculty to the other.

Curriculum plans and syllabi as well as the subject areas covered by the courses and practical works will be listed together with the disciplines and must be also available on the University website before the beginning of the academic year.

**Art.18 The syllabi** must be in accordance with each other, updated and varied on a regular basis – according to national and international standards – in order to be made more efficient and to adapt to the increasing requirements of the national and international teaching and scientific contexts and the demands of medical assistance.

The syllabi are elaborated by the teaching coordinators (with the approval of the teaching staff) and shall be approved within each department. They will be presented to the Dean of the Faculty at the beginning of each academic year, according to the provisions of the previously approved curriculum plan. The teachers’ commission of the faculty will coordinate the meetings
regarding the curricula. The final form proposed by the teachers’ commission is subject to approval from the teachers’ council. The syllabus will state:

- Instructional objectives.
- Discipline (modules) previously studies that are a condition for the student’s admission to a particular course / discipline.
- Previously acquired theoretical knowledge and practical skills
- Minimum compulsory bibliography.
- The competences the student should acquire.

The content of the syllabus will include a detailed presentation of the subject area of the courses and practical works / stages / seminars, with a mention of the corresponding number of hours. This information as well as details related to the teaching staff or collaborators in charge of the course, the number of credits granted and the evaluation technique shall be also made available on the university website by each lecturer.

**Art.19. The obligations of the teaching staff** as mentioned in the job description are pursuant to the provisions of the relevant laws and comprise: teaching activities, practical works, clinical stages, seminars, practical work guidance, project guidance, students’ scientific works coordination, coordination of bachelor degree diploma papers and graduation papers, the evaluation of students according to the curriculum plans and syllabi, scientific and methodology training activities, guidance for master degree students, MD students and residents. A copy signed by the Rector should be handed to all members of the teaching staff.

The activities mentioned in the job description are to be decided upon within the departments, with the consent of each member of the teaching staff and shall be revised every year, being attached to the work contract, according to the provisions of the law.

(a) **The teaching load** includes, as required by the law, teaching activities, practical works, clinical stages, seminars, guidance of productive practice, coordination of diploma and graduation papers, coordination of doctoral students, evaluation of students; the teaching staff is also responsible for the recovery of all practical activities that failed to take place in due time because of absences and other activities related to the objectives of the discipline, department, faculty or university.

(b) The teaching staff must make a written declaration regarding the number of hours taught at any other universities.

(c) Each faculty must delegate for each series of students in each year of study a tutor who has to be a tenured professor. The tutors are responsible with guiding the students in relation to professional aspects, activity management, optional and complementary disciplines. The tutor will offer assistance according to a schedule listed on the website at the beginning of the academic year.
Art.20. The Annual Curriculum Plan is elaborated every year by the departments, following the proposals of the disciplines and based on the teaching loads decided by the Councils of the Faculties.

(a) The number of teaching positions is established according with curricula, study units, teaching and research loads within the limits imposed by the law and in accordance with the existing funds and spaces.

(b) A discipline’s annual curriculum plan lists the ranking of teaching positions, taken or vacant, with the following mentions for each position: position, scientific title, length of service in a given position / seniority, teacher tenure, the course to be taught with a mention of the weekly number of hours, actual or agreed upon, dedicated to lectures and practical activities for each of the two semesters and for each individual faculty, specialization, year/series of study as well as the number of student groups for practical activities / seminars, other compulsory teaching activities (evaluation, counselling, scientific meetings, admission exam, bachelor degree, etc.)

(c) The specializations and their length are decided upon by the University Senate, following the proposals of the Faculty Councils, within the limits imposed by the laws in force. These do not discriminate between students who pay tuitions fees and those who do not.

(d) The disciplines’ annual curriculum plans, signed by the heads of departments, are analyzed and validated by the Faculty Councils, which can propose corrective measures in case they point out non-judicial aspects (breaches of the law, unjustified job openings or situations that prevent the opening of a justified new position, etc.). The University Senate is presented with a synthesis, studies it and is responsible with finding appropriate solutions for litigations and with authorizing the Rector to approve the Annual Curriculum Plan.

(e) The activities corresponding to vacant or temporarily vacant teaching positions are covered by the contractual or associated staff; the payment is either included in the salary or calculated per working hours.

Art.21. Teaching titles and positions are obtained exclusively following a contest, according to the provisions of the law and the relevant regulations regarding the employment, evaluation, grading and promotion of the teaching staff stated as well in the University Charter, except for the title “Associate Professor”. The “Associate Professor” title is proposed by the department following analysis in the Teachers’ Council and validation by the University Senate.

Art.22. The scientific and honorific titles of "Doctor honoris causa", Honorary Professor or Honorary Member of the Senate are awarded to scientific university personalities from Romania or abroad following specific proposals of the Faculty Councils which must present the Senate with a curriculum vitae highlighting the exceptional scientific activity of the candidates, as required by the Regulations.

“Doctor of Sciences” titles are validated by the Doctoral School Council and then approved by the Ministry of Education, Research, Youth and Sport through C.N.A.C.T.D.U. (The National Council for the Validation of Titles of University Diplomas and Certificates).
Chapter II

STUDENTS’ RIGHTS AND OBLIGATIONS

Art. 23 Students’ Rights

The student has the right to:

a. attend the didactic activities of the faculties he enrolled at, according to the academic curricula;

b. make equal use of laboratories, amphitheatres, lecture rooms, reading rooms, libraries or any other facilities offered by the university, in accordance with the present regulations and observing the ethical principles and academic discipline;

c. obtain research fellowships and any other forms of financial support, in accordance with the present the currently in use normative acts;

d. receive free medical and psychological assistance (through SCOP);

e. be hosted in dormitories and have meals at the students’ canteen in accordance with the conditions established the administration of the university, and depending upon the available places;

f. elect and be elected in the Faculty Council and the Senate of the University of Medicine and Pharmacy;

g. be part of student’s organizations, professional and cultural organizations whose programs do not contradict the Charter of the University of Medicine and Pharmacy;

h. express his / her opinion concerning any problem concerning the academic community, without restrictions or repercussions;

i. annually evaluate the didactic activity of the academic staff and the quality of the didactic process of each discipline in order to improve their quality, in conformity with the established evaluation method;

j. benefit from international programs of students’ mobilities in accordance with the conditions established by the management of the university;

k. inform the heads of the departments and the dean’s offices about the deficiencies found in the didactic activities;

l. benefit from the system of academic mobilities and transferable credits, in accordance with the conditions established by the rules and the currently in use regulations;

m. be informed about the regulations and decisions that may affect the educational process and receive educational, psychological or professional orientation support (by means of tutors, heads of the discipline, the SCOP Service etc).
Art. 24 Students’ Obligations:

Students have the duty to:

a. carry out their duties stipulated in the academic curricula

b. show respect to the academic curricula (both inside and outside the institution)

c. pay their tuitions and fees on time and any other financial obligation in conformity with their Educational Agreement

d. rightly use the material goods offered by the academic institution, dormitories, canteens, laboratories, amphitheatres, and clinics, being financially responsible for any damages that may be produces.

e. observe the University Charter and the stipulations of the currently in use regulations.

f. study and train themselves with diligence and commitment for the profession they have chosen;

g. develop a moral profile worthy of the profession they have chosen after the graduation from the “Gr. T. Popa” University of Medicine and Pharmacy Iasi.

Chapter III

ADMISSION AND ENROLMENT

ADMISSION

Art. 25. The admission of the Romanian candidates on the budgeted places at the “Gr. T. Popa” University of Medicine and Pharmacy Iasi is carried out by means of a contest, in the limits of the number of places proposed by the Senate of the University at the suggestion of the faculties, and approved through a Government decision in the conditions established by the law and in conformity with the university regulations.

Art. 26. The academic offer and the methodology of the entrance examination will be made public in mass-media by means of flyers, advertisements, and will be published on the University website at least 6 months before the date of the contest.

Art. 27. The candidates who are Romanian citizens and passed the entrance examination with a lower grade than that of the last one admitted on the state funded places, but still higher than 5 (five) (minimum 5 in the multiple choice test) may opt for paid education in accordance with the currently in use regulations. The status of a state-funded or self-funded student is annually modified according to the student’s performances, the hierarchy criterion being the average grade obtained in the previous academic year. The number of self-funded places and the tuition fees are established by the Senate for each specialization. The fee for every academic year is announced at least 60 days before the beginning of the academic year. If any of the admitted candidates on the
state-funded places gives up the status of being a student, the places are re-distributed according to the hierarchy of the students on the admission list. The fee is paid in advance according to the legal stipulations.

Art. 28. The foreign citizens, state-funded students, of the Romanian state, who have the approval of the Ministry of Education–Department of International Relations, are enrolled on the basis of the academic record examination, providing they have all the documents necessary for the registration, in original, and they have passed the language test for the language in which they are going to study. The language test is taken at the University of Medicine and Pharmacy or in any institution accredited to release a certificate of language proficiency, in which case the certificate of language proficiency is taken into consideration and may substitute the test. The language test taken in an academic institution is valid only in that institution.

Art. 29. The foreign students that request to study and pay the corresponding tuition fee have to fulfil all the conditions stipulated in the previous paragraph, with the exception of EU citizens, and pay all the legal fees for at least 3 months in advance.

Art. 30. The candidates who already hold a Bachelor’s degree and wish to obtain a second specialization may be admitted in a process of selection based on academic record files as self-funded students and with the approval of the University Board and Council, observing the rules established by each faculty.

Art. 31. The stipulations regarding admission are included in the Regulations annually approved by the University Senate.

ENROLMENT

Art. 32. Enrolment in the 1st year is as follows:

- For the students declared admitted on the state-funded places, enrolment is done based on the enrolment decision issued by the Rector, and the signing of the education contract.

For the students admitted on the self-funded places, enrolment is done based on the enrolment decision issued by the Rector, after paying the tuition fees established by the University Senate and signing contract of study.

- For the foreign students, state-funded students of the Romanian state or self-funded students (Romanian currency), enrolment is done on based on the nominal order issued by the Ministry of Education, Research, Youth and Sports, in accordance with the approval given by the management of the university and after the signing of the contract of study.

- For the self-funded foreign students (foreign currency), enrolment is done based on the already established criteria for the admission and enrolment order of M.E.R.Y.S., provided the fees were paid and the contract of study was signed.

In conformity with the M.E.R.Y.S order, a student can undertake a state-funded specialization only once. Subsequent specializations may be undertaken provided the student pays the tuition fees.
Art. 33. Each student is enrolled in the academic registry under a unique number, valid for the entire study period. These numbers are attributed successively for each new series of students until November 15.

Students who attend two specializations of the same faculty or in the same university simultaneously or successively will get two different registration numbers.

Art. 34. Upon enrolment, the student is opened a personal student file that contains:

- The original Baccalaureate diploma. For those self-funded students who are already enrolled at another faculty, an authorized copy of the Baccalaureate diploma is required, and also a certificate issued by the faculty where the original of the diploma is, that stipulates the fact that he / she is a state-funded student.

- For the graduates of a faculty on state-funded places, who are to become fee-paying students of a second faculty, an authorized copy of the BA / BS diploma is required;

- Registration form;

- An authorized copy of the birth certificate;

- Medical tests as requested by the management of the university;

- The signed confirmation of acknowledgment and acceptance of the currently in use regulations and contract;

- 4 ID pictures.

Art. 35. The personal student file of a foreign student contains:

- The original Baccalaureate diploma and its translation in a widely used language, authorized and approved by the Romanian Embassy in the native country or bearing the Hague Apostille.

- The language certificate (Romanian, French or English) depending on the language of study;

- Copy of the passport;

- Authorized copy of the birth certificate;

- The copy of the M.E.R.Y.S order stipulating the student status – state-funded student, self-funded student (Romanian or foreign currency);

- Registration form;

- A legalized copy of the birth certificate;

- Medical tests as requested by the management of the university;
- The signed confirmation of acknowledgment and acceptance of the currently in use regulations and contract;
- 4 ID pictures.

The enrolment of the foreign students is done within 15 days from the beginning of the academic year, and no later than November 1.

Art. 36. Upon enrolment, the Dean’s Office releases the student’s personalized gradebook. This is where all the grades obtained in exams or any other form of evaluation are recorded, including the grades obtained in failed exams. The examiner writes in the grades. In case of a student transfer, study withdrawal or expelled student, the Dean’s Office withdraws this document and the transportation card, if it is the case.

Art. 37. The student’s enrolment in the 2nd and following years and the signing of the contract of study is done based on the registration form that has to be filled in. The registration form is filled in within the first 15 days of the academic year and is personally filed at the Secretariat of the Faculty.

Enrolment in the following year is done based on the study results obtained in the previous academic year, provided the student has accumulated the minimum number of necessary credits to pass the year, which is 45 credits.

The students required to complete a complementary year will be enrolled after the paying all the tuitions and taxes for the complementary year and after signing the contract of study. They may opt to attend some disciplines in advance, in the limit of 20 transferable credits, but they cannot graduate two years in one.

Art. 38. In conformity with the stipulation of the Education Law and in the limit of the places annually approved by the University Senate, the BA / BS graduates from other certified faculties may be registered with tuitions and taxes according to the rules of the Charta of the University.

Chapter IV

ATTENDANCE

Art. 39. The attendance is 80% mandatory (in practical courses and seminars). Each department will establish its own method of attending previously missed classes.

At the beginning of each year or semester (for the semester disciplines) each discipline will list the modality of attending missed classes or lectures.

Art. 40. 20 % of the total number of practical courses may be attended for recovery purposes until the last week before the session.
Classes missed due to medical or family problems will have to be recovered based on a written request filed to the dean’s office within the 15 days of the missed period. The delay of the request beyond this period will lead to the obligation of paying for recovering the missed classes. With the approval of the dean’s office, missed classes may be attended and recovered within the 20% limit of the total course duration.

**Art. 42.** The absences made because of particular situations (blood donation, participation in research groups and research activities at the University of Medicine and Pharmacy, student scientific events and other activities related to the interests of the University of Medicine and Pharmacy) will be acceptable but will have to be recovered. In order to accept these absences the student has to file a written request to the dean’s offices within 15 days from the closing of the period in which he / she could not attend the courses.

There is no possibility to attend missed classes during the exam session.

Absences can be recovered only with the dean’s approval.

**Art. 43.** For exceptional situations caused by personal events (marriage, birth or death in the family), the student may not attend the didactic activity for a period of maximum 5 days following the event. In order to have these absences approved, students will address a written request to the dean’s office enclosing the justifying documents.

**Art. 44.** The approval of absences registered in departments is done based on justifying documents and the individual request filed at the secretariat of the faculties. The filing of the justifying documents in the dean’s office has to be done within 15 days from the recovery of the student’s didactic activity.

**Art. 45.** In order to approve the medical absences for periods longer than 14 consecutive days, the student has to provide release hospital certificate or a certificate approved by a the head of a Hospital Department or by a medical commission established by the management of the university.

**Art. 46.** The medical documentation issued by other institutions and not by the University’s medical practice will be approved by the University’s medical practice before being submitted to the Dean’s Office.

**Art. 47.** The recovery of missed classes may be done only based on the approval issued by the Dean’s Office.

**Art. 48.** The missed classes (for which there is no acceptable motivation or for which the motivation was filed too late, in conformity with paragraph 5) will be recovered only after the payment of the recovery taxes established by the decision of the Senate.

**Art. 49.** Unmotivated absences in more than 20% of the practical activities at a discipline will automatically result into the students’ exemption from the exam up to the moment he / she has recovered the missed classes.
Class recoveries may be undertaken during the same week, with a different group of students and with the approval of the coordinator of the didactic activity and / or of the group assistant.

Art. 50. The missed practical and the clinical courses may be attended during the same week with a different group, with the approval of the coordinator of the didactic activity and / or of the group assistant. The recovery of the clinical courses is done according to the criteria established by the coordinator of the didactic activity and is approved by the head of the department. For the practical courses without a clinical activity, courses may be taken again during the same week with a different group and with the approval of the coordinator of the didactic activity.

Art. 51. The students who has accumulated more than 20 % absences in practical or clinical courses, will have to repeat the course again in order to obtain the credits, or depending upon the number of the student’s credits, enrol in a complementary self-funded year (or without a fee if the classes had been missed because of family or medical problems and based on the Dean’s approval).

Chapter V

EXAMINATION REGULATIONS. GRADUATION OF THE ACADEMIC YEAR

Art. 52. The assessment and evaluation of students’ knowledge is carried out by means of exams.

Art. 53. The students’ assessment is done by giving grades (from 1 to 10) or marks (in accordance with the grading system of the European Union) as follows:

A 9-10 (very good)
B 7-8 (good)
C 6 (satisfactory)
D 5 (weak)
E 4 (very weak)

The score for a discipline is calculated as follows:

Number of points = the grade multiplied by the number of credits corresponding to the discipline.

Art. 55. The final examination forms are made of a written test / oral exam, a practical exam and the grade the student receives throughout the academic year. The disciplines that cannot
have a practical exam due to their specificity will carry out a final oral examination. The graduation of the academic year depends upon getting minimum 5, the average grade calculated according to the methodology of the exam.

The exam will be carried out in Romanian, or English and French, depending on the language of study.

**Art. 56.** By October 1st each discipline has to display the discipline’s syllabus, the bibliography, and the evaluation and grading systems.

**Art. 57.** The evaluation system specific to each discipline is proposed to the discipline under the signature of the coordinator of didactic activity, and approved by the head of the department. It also has to be approved by the Board of the Faculty.

**Art. 58.** For each discipline, the examination subjects are made up according to the discipline’s syllabus and the content of the practical courses.

**Art. 59.** The examination subjects have to be unique for each discipline. The head teacher proposes them and they are approved by the coordinator of the didactic activity.

**Art. 60.** In conformity with the academic curricula, the exams are made of several tests.

**Art. 61.** The practical exam is carried out in conformity with the specificity of the discipline.

**Art. 62.** The written exams may have the form of a multiple-choice test, a written test or a mixed test (both a multiple choice test and a written test).

For those disciplines that have a multiple choice test as an evaluation form, the methodology to be applied has to be approved by the Board of the Faculty and the University Senate.

**Art. 63.** The oral exams, the practical ones and the partial exams are carried out by a commission made of at least two professors: the head teacher has to be a member of the commission. The teaching assistant that held the practical or clinical courses will obligatorily be present at the final exam.

**Art. 64.** No matter the evaluation form, the students’ examination has to be uniform. This responsibility falls upon the coordinator of the didactic activity.

**Art. 65.** The student can have only one examination per day. The examination before the session period can be approved only by the Faculty Board, at the students’ request and with the approval of the coordinator of the didactic activity.

**Art. 66.** The academic year is graduated if the student gets at least 5 in all the compulsory disciplines, but also in the optional disciplines that he / she has chosen. Consequently the student gathers the necessary number of credits that were previously mentioned.
Art. 67. The ERASMUS students are assessed in conformity with the specific methodology.

CONDITIONS FOR SITTING IN EXAMS

Art. 68. Students are allowed to sit in an exam based on the academic record released by the dean’s office, and if he/she has fulfilled all the obligations regarding the attendance, taxes and any other conditions imposed by the methodology of the examination.

The dean’s offices have to check the financial situation of each student based on the lists made by the accounting service and are obliged to inform all the disciplines in case a student does not fulfill all the conditions for taking an exam because of financial reasons. The accounting service will send the lists to the dean’s offices a week before the session begins.

Art. 69. The admission to any form of examination is possible only after the checking of the student’s identity based on a valid identity document (an identity card or a passport) or the student’s gradebook that has to be validated by the secretariat of the faculty for that respective academic year. The academic staff is not allowed to keep the students’ gradebooks but have to record all the students’ grades in them.

Art. 70. Admission to any form of examination is possible only if the above-mentioned conditions of attendance are observed. The final opportunities for class recoveries are within the week before the beginning of the session of exams.

Art. 71. The student has the right to take an exam in a certain discipline only once per session or module, for the modular disciplines.

Art. 72. Throughout an academic year the student has the right to take the same exam only for three times, the first two times being free of charge in conformity with the structure of the academic year.

Art. 73. Whatever the reasons for attending or not attending the first two session of exams, the third one (the re-examination, respectively) has to be paid.

Art. 74. Not attending or not being able to come to an exam at the end of the semester will result into the loss of the first chance and the student will be recorded as absent, this being similar to failing the exam. Consequently not attending an exam without serious reasons will result in the loss of the possibility to take the exam. The impossibility to take an exam because of the absences will have the same consequences.

Art. 75. The students whose absences in the exam were motivated by the Faculty Board preserve the right to take the exam for three times.
**Art. 76.** For the modular systems, exams have to be taken at the end of each module, during the module or **during the session of exams after the module**, without affecting the activity of the next modules. Exams may be taken at the end of modules.

**Art. 77.** For the modular system the student may take the same exams three times throughout the academic year.

**Art. 78.** Those students who, because of medical or personal reasons, do not fulfil these requests have to submit to the Dean’s Office the justifying documents and their request to be allowed to sit in the exam. This needs to take place within 10 days from the University resuming activities, but no later than October 1st.

The above-mentioned situations are analyzed and, depending on each case, approved by the Faculty Boards. If these conditions are not fulfilled, the student cannot graduate.

**Art. 79.** Exams during the official sessions are carried in the same way as the previous examinations, through the presence of a commission that is approved by the coordinator of the didactic activity and formed of three professors, one of whom has to be the head teacher.

**Art. 80.** In order to obtain the transferable credits from a discipline, the exam may be taken only three times throughout an academic year. The schedule of the exams is decided by the disciplines and becomes obligatory. Students have to register themselves at the discipline in order to take the exam for the transferable credits only with the approval of the Dean’s Office.

Disciplines have to establish at least two examination sessions per semester in the case of transferred credit exams. These have to be scheduled in different months and to include a sufficient number of days so that the students who fail may come and take the exam again. Likewise, disciplines have to schedule a period during each session of exams when students may come and take the exams for transferable credits.

In exceptional situations justified by official documents, the Faculty Board may analyze and approve the sitting in a single exam from the previous academic years until October 1st. There is no other possibility to take an exam for the previous academic year(s) later than October 1st, except for the credit exams.

**Art. 82.** For the third sitting in an exam, as well as for the passing of exams with transferable credits, the student has to pay an examination fee. The student cannot sit in the exam unless he/she provides an authorized certificate from the dean’s office confirming the tax payment.

**SCHEDULING EXAMINATIONS**

**Art. 83.** The examinations take place in accordance with a previously established timetable.

**Art. 84.** The examination dates are scheduled by mutual agreement between the students and the teaching staff in charge of each course. The timetable of the examinations includes whole groups of students; individual exams are not allowed.
Art.85. The examinations take place between 8.00 am and 8.00 pm. Irrespective of the type, an exam cannot be extended beyond 8.00 pm.

Art.86. During the examination sessions and the modular education program the examination dates are set on the working days of the week as well as on Saturdays and Sundays. In the latter case, both the students and the teaching staff involved should reach in advance an agreement regarding the chosen examination calendar.

Art.87. In the linear education program, the date, hour and place of the examination are posted on the discipline’s notice board at least one week before the beginning of the examination session. In the modular education program, the examination data is established and posted one week before the end of each module.

Art.88. The calendar and the location of the examinations are to be announced in writing to the Dean of the Faculty by the course coordinators and by the student representatives, who communicate the date for each examination and the signature of the academic staff member involved. Once posted, the calendar becomes mandatory and cannot be changed, unless the Dean provides written approval of the envisaged modification.

Art.89. Within the timeframe of the exam session, each discipline must provide at least two alternative dates when examinations are being held. The examination dates are to be decided and communicated by the disciplines before the beginning of each session.

Art.90. A student cannot attend more than one examination at a discipline on the same day.

Art.91. Under exceptional circumstances, when due to objective reasons a student cannot attend a scheduled examination alongside his/her group, s/he may request permission from the academic in charge of the course to participate in the evaluation activity at a different date, with another group, during the same examination session.

Art.92. During one examination day, the number of groups to be assessed should be established in relation with the number of seats in the room and the number of available supervisors so that the quality of the examination activity is not diminished. It is the responsibility of the course coordinator and the teaching staff in charge of the courses to make decisions regarding the maximum number of groups/students that can be examined during one day.

EXAMINATION PROCEDURES

Students’ obligations

Art.93. Students should arrive at the scheduled time and place of the examination, dressed in a proper manner, in accordance with their status of future graduates of UMF Iasi. The students who do not meet these requirements will not be allowed to sit in the examination and will be declared absent.

Art.94. The students preparing to participate in a written examination will be seated according to the seating arrangement indicated by the supervisors. The students who refuse to
apply the instructions of the supervisors will be expelled from the examination room and declared absent.

**Art.95.** The students preparing to participate in the examination will bring their student gradebooks (or a temporary one issued by the Dean’s Office) and their national identity cards or passports. On entering the examination room the students will identify themselves to the examiners by presenting the above mentioned documents. The students who do not meet these requirements will not be allowed to enter the room and will be declared absent.

**Art.96.** The person substitution during an examination is considered a fraud and both students involved (the substitute and the one substituted) will be expelled. The supervisors and the academic in charge of the course should report this kind of incidents to the Dean’s Office within 24 hours after the event was recorded so that measures could be taken against the participants involved. If the incident is not reported or the substitution is not subsequently demonstrated, disciplinary sanctions will be applied to the responsible teaching staff.

**Art.97.** Bags, street clothes and cell phones will be stored away from the students, in the places indicated by the supervisors.

**Art.98.** Cell phones should be turned off while their owners are inside the examination room and should remain so during the examination process; only on leaving the room the students are allowed to turn on their mobile phones.

**Art.99.** During the examination the students are not allowed to hold and operate cell phones or other electronic devices which could allow interpersonal communication or data search.

**Art.100.** During the examination the students are not allowed to engage in interpersonal communication.

**Art.101.** Students should bring all the writing tools they need during the examination. Any question or request coming from the students should be formulated aloud and only when the supervisors allow it.

**Art.102.** In the case of oral examinations, students are allowed a period of time during which they can prepare and answer the questions, according to the examination methodology.

**Art.103.** The practical examinations which involve patient consultation procedures should be carried out in the presence of at least one member of the teaching staff. During the oral part of the practical examination the clinical case presentation procedure should be observed. The examiners may ask questions in order to verify the student’s knowledge and understanding.

**Obligations of the teaching staff**

**Art.104.** In the case of written examinations the supervision of the participating students is ensured by at least two members of the teaching staff.
Art.105. The examiners should verify the identity of the students by requesting the candidates to present their identification documents and by comparing the data included in the student gradebook, the national identity card and the student grade sheets issued by the Dean’s Office.

Art.106. The academic in charge of the course has to ensure that all the necessary conditions are met for the examination to take place, so that the students can benefit from a proper academic environment during the examination process.

Art.107. The supervisors should discourage any attempt by the students to engage in examination fraud; the academic in charge of the course as well as the course coordinator are responsible for the implementation of academic ethics and discipline measures relevant for this aspect of examination management.

Art.108. During the examination, the members of the teaching staff who are attending the proceedings are not allowed to engage in other activities.

Art.109. The duration of the examination will be communicated to the students at the beginning of any type of examination.

Art.110. In the case of written examinations based on multiple-choice questions, the academic in charge of the course has to post the correct answers at the end of the examination process.

Art.111. The final grade obtained by the students should be recorded in the student gradebook and in the grade record sheet, and the entry in these documents should be signed by the examiners.

PASSING EXAMINATIONS

Art.112. The evaluation of the students should be based on objective criteria and should produce an accurate assessment of their professional performance.

Art.113. The evaluation of the students is expressed in grades from 1 to 10, using only whole numbers. A discipline examination is passed when the average grade for the theory and the practical tests as well as the grade for class performance is at least 5.

Art.114. At the beginning of each academic year, the disciplines in the curriculum should post the criteria allowing the students to participate in the examinations and the way in which the final grade is calculated as well as the weighting factor of each component of the examination in the formula to be used. It is compulsory that the final grade should reflect both the results of the theory and the practical tests taken by the students as well as the evaluation of their class performance during the academic year.
Art.115. In the case of discipline sets made of several disciplines and where the evaluation of students takes the form of a conglomerate of examinations, the result of the procedure consists of a single grade. The calculation of this grade factors in the grades of the disciplines in specific proportions corresponding to the relative weight of each discipline in the set, using an accepted algorithm communicated to the students at the beginning of the academic activity.

Art.116. Passing the examination in a discipline leads to the acquisition of the number of credits allotted to that particular discipline. The number of credits allotted to a discipline is not divisible.

Art.117. The results of the examination are communicated immediately to the students in the case of oral examinations, and are recorded in the grade record sheet and in the student gradebook, or they are communicated within three days after the examination, in the case of written tests.

Art.118. The grade record sheets filled out and signed are submitted to the Faculty Registrar’s Office no later than two working days after the examination session reached its end or after a module examination took place or an examination scheduled for the purpose of acquiring transferable credits was carried out.

Art.119. The course coordinator has full responsibility for the safe submission of the grade record sheets to the Dean’s Office and the observance of established transfer procedures is mandatory.

Art.120. The students who consider that their evaluation was not performed in a fair manner or that the conditions under which the examination took place were not adequate have the possibility to appeal against the decision of the board of examiners.

Art.121. The appeals submitted by the students can only concern their grades.

Art.122. Students should submit written complaints regarding the manner in which the examination took place, the grading system or the results submitted at the Faculty Registrar’s Office within 24 hours of the result announcement and they should be able to produce proof in support of their case. The complaints which are not properly filed, are anonymous or are sent via e-mail will not be considered.

Art.123. A student can make a complaint regarding the result of an oral examination only if he or she can prove that a breach of regulations occurred during the procedure.

Art.124. In case there is irrefutable evidence that the examination did not take place in accordance with the academic standards or that the evaluation of the student was flawed, the Executive Committee of the Faculty Council can cancel the result of the examination and can decide that a new examination needs to take place; the new evaluation activity will employ a board of examiners chosen by the Committee, in which the board will consist of faculty members in charge of courses (and it is mandatory that one of them should be the course coordinator) and the participants will be expected to pay special attention to the observance of examination procedures established for the particular discipline involved in the incident.
Art.125. The response to the student’s complaint should be communicated to the student in writing, the member of the teaching staff and the course coordinator involved within 7 days of the date of submission.

REEXAMINATION AND CHANGE OF GRADE

Art.126. Re-examinations organized with the purpose of obtaining a change of grade take place with the approval issued by the Executive Committee of the Faculty Council in accordance with the following rules:

- The re-examination procedure with the purpose of improving grades is applicable only in the case of students who already received a passing grade for the respective course;

- During an academic year a student cannot participate in more than 4 re-examinations for change of grade, 2 of these being cost-free while the other 2 involve the payment of a fee.

Art.127. In order to be allowed to request the re-examination the student must not have any pending credits from previous failures to pass exams.

Art.128. The re-examination procedure involves the presence of a board of examiners consisting of two or three member of the teaching staff in charge of courses, as appointed by the course coordinator and supervised by the academic in charge of the course.

Art.129. The re-examination for the change of grade is held during the official sessions included in the structure of the academic year.

Art.130. The final grade is the grade chosen by the students between the one obtained initially and the one they received at the end of the re-examination process. The grade will be entered in the student’s study record.

Art.131. The received grade is included in the calculation of the annual grade average.

Art.132. Students do not have to pay any fees for the 2 re-examinations for change of grade which they are allowed to take during one academic year.

Art.133. The students’ summer practice extends over of period of minimum 3 weeks, every academic year, and it is organized in accordance with European directives concerning diploma recognition. The activities included in the summer practice are selected in accordance with the methodology approved by each faculty.

Art.134. Undergraduate studies are concluded with a Bachelor’s degree examination which is organized according to the curriculum and the Education Law. The subject of the graduation thesis should be related to the field of study and can be selected from the list of options drawn by chairs and departments based on the suggestions of the teaching staff / students and approved by the Faculty Council. The list of potential topics to be developed in graduation theses should be permanently posted on the notice board of each discipline. The candidates should submit
an application indicating the chosen subject to the Dean’s Office, after the subject was approved by the discipline head, no later than December 15 of the last but one year of study.

Only the graduates of “Gr. T. Popa” University of Medicine and Pharmacy Iasi can sit for the Bachelor’s degree examination at this University.

**Art.135. The Bachelor’s degree examination** consists of 2 parts: a multiple-choice test and the defence of the graduation thesis. The criteria determining the organization of the Bachelor’s degree examination are set by the Ministry of Education, Research, Youth and Sports and the methodology is established by the Senate of the University and based on the proposals advanced by the Councils of the Faculties.

**Art.136.** The holders of a Bachelor’s degree are entitled to receive a Bachelor’s degree diploma valid for their field of study as well as a diploma supplement drawn in English, in accordance with European norms and regulations; these documents should specify the specialization acquired by the graduates.

**Art.137.** The graduates who pass the Bachelor’s degree examination receive the titles indicated by the standing legislation on the date the examination procedures reach a conclusion.

**Art.138.** The graduates who do not pass the Bachelor’s degree examination may receive, upon request, a certificate of studies and a copy of their study records. They can take the Bachelor’s degree examination two more times during the first 5 years after graduation.

**Art.139.** The Bachelor’s degree examination will take place in accordance with the specific methodology.

**RESPONSIBILITIES AND PENALTIES**

**Art.140.** The students who do not observe a discipline’s regulations during the examination or show lack of respect for the participants and commit breaches of academic ethics will be expelled from the examination process. The expelled students are declared absent and lose the possibility to take the examination. The incidents involving inadequate behaviour or use of non-academic language directed at the examiners will be reported in writing and a proposal concerning the proper disciplinary sanctions to be applied will be communicated to the Dean’s Office.

**Art.141.** The attempted fraud and the fraud during the examination are punished in conformity with the University Regulations irrespective of how the fraud was committed: direct communication, use of written material, electronic communication devices, person substitution, etc.

**Art.142.** The discovery of electronic devices which allow communication and data search on students during examination procedures will be considered as attempted fraud, even if the said devices have not been used.
Art.143. The students suffering from hearing impairments and need to use auditory prostheses should inform the academic in charge of the course about their condition at least 72 hours before the scheduled date of the examination. The academic in charge of the course is entitled to request the students to present medical documentation indicating the necessity to use auditory prostheses.

Art.144. The students caught while committing or attempting to commit fraud will be immediately expelled from the examination premises. The decision to terminate the participation of students in the examination process rests with the supervisors or the examination coordinator and has to be communicated in writing to the Dean’s Office.

Art.145. The fraud or the attempted fraud observed by supervisors should be recorded in a written report. This document will be drawn up immediately by the academic in charge of the course or by the highest ranking academic supervisor present at the time of the incident.

Art.146. The report should contain the names of the teaching staff members who noted the event, their academic rank, the chair, discipline, place and date when the examination took place, the identity of the student or students involved and the description of the deed.

The report will be signed by all the teaching staff members who are present and by the examination coordinator.

Art.147. The report will be communicated to the Dean’s Office within 24 hours after the document was written or in the first working day, in the case of examinations taking place on Friday or at the weekend.

Art.148. The report will be discussed during the first meeting of the Executive Committee of the Faculty Council scheduled to take place after the document was delivered to the Dean’s Office. The Executive Committee of the Faculty Council has to interview both the member of the teaching staff who reported the event and the student involved in the case.

Art.149. The students have the right to inform the academic staff representatives about any breach of the standing regulations by members of the teaching staff or by other students.

Art.150. If the students notice a case of fraud or attempted fraud being committed during the examination they should bring the fact to the attention of the present members of the teaching staff immediately.

Art.151. The report concerning a breach of the examination regulations by members of the teaching staff should be presented in writing within 48 hours after the misconduct took place or during the first working day of the week, in case the incident occurred at the end of the previous week.

Art.152. The report should contain the name of the plaintiff(s), student identification data (faculty, year of study, series, group) and the description of the event.

Art.153. The report should be addressed to the Executive Committee of the Faculty Council and it should be delivered to the Dean’s Office within the time limit indicated in paragraph 3.
Art. 154. The reports that are not accompanied by testimonies of the persons involved and are not supported by proofs will not be examined.

Art. 155. The Executive Committee of the Faculty Council has to interview both parties involved in the case.

Art. 156. The report will be analyzed in the first meeting of the Executive Committee of the Faculty Council that will take place after the delivery of the document to the Dean’s Office, but no later than 7 days after the initiation of the procedure.

Art. 157. The Executive Committee of the Faculty Council will decide upon the classification of the misconduct committed and will advance proposals regarding the measures to be taken to the Ethics Committee, the Senate Executive Committee or other interested academic structures.

Art. 158. The sanctions proposed by the Executive Committee of the Faculty Council have to be submitted for the approval of the Faculty Council and have to be carried out by the authorized academic structures.

Art. 159. The sanctions can be called into question by the persons involved if they can argue their point of view by bringing convincing proof that can be used in their favour.

Chapter VI
TRANSFERABLE CREDITS

Art. 160. The credit is the conventional unit which measures the amount of work undertaken by the student. The quantification by means of credits takes into consideration all types of activity the students are involved in: lectures, practical classes, rotations, seminars, projects and independent study. Credits are allotted to the disciplines in compact packages, depending on their relative importance (measuring the amount of work required from the student).

(a) The students receive the credits only when they obtain a passing grade during the discipline examination.

(b) The rules regarding the application of the credit system are as follows:

- The credit distribution system is coordinated by the Vice Rector at the university level and by a Vice Dean at faculty level. In each faculty, tutors will be designated for the purpose of providing council to the interested students in each specialty and student series. The coordinators will draw up reports and proposals periodically describing the functioning of the system and suggesting improvements regarding its implementation framework.
The number of credits allotted to a discipline cannot be divided among the various activities included in the curriculum.

Credits can be transferred from one educational institution to another; these credits could indicate work performed while studying certain distinct disciplines, groups of disciplines or the activity carried out during compact periods of study provided the curricula and the syllabi are compatible. The credit transfer is done at the request of the student and has to be approved by the Executive Committee of the Faculty Council which accepts the application. The obtained credits remain valid during the whole period of study and are not affected by the changes involving the curricula or the syllabi.

Art.161. According to the European Credit Transfer System (ECTS) 60 credit units are allotted for one year of study, divided in two terms. The number of credit units allotted to each discipline is determined by the amount of work the students need to perform in order to study and pass the discipline examination but it cannot exceed 15 credits.

Art.162. The curricula in place at the faculties included in the “Gr. T. Popa” University of Medicine and Pharmacy Iasi are structured on the criteria of specializations authorized by the Government Resolution which established the structure of universities functioning at the moment the decision was issued.

Art.163. The higher education system uses two forms of organization in the shaping of the educational process:

- The linear type, with examination sessions.
- The modular type, without examination sessions; the discipline examinations are set at the end of the module during which the particular disciplines were studied.

Art.164. Passing from one year of study to the next requires the accumulation of at least 45 credit units from a total of 60 allotted to one year of study. No more than 15 credits can be transferred to a superior year of study. In order to proceed to the next year of study it is necessary that the sum of credits transferred from previous years should not exceed an amount of 15 credit units. The transfer of credits involves the payment of a fee established through a decision issued by the Senate Executive Committee.

Art.165. The curriculum indicates the compulsory and the optional study disciplines. Once the student chooses a particular optional discipline its status shifts to that of a compulsory discipline receiving the number of credits stipulated in the curriculum.

Chapter VII

THE SUPPLEMENTARY YEAR OF STUDY. STUDY PERIOD EXTENTION

Art.166. The students who did not obtain the minimum number of credit units required to proceed to the next year of study are allowed to continue by enrolling in a supplementary year of study. During the supplementary year the students will pay the tuition in the amount approved by the Senate Executive Committee.
Art. 167. During the supplementary year of study the students’ academic obligations are limited to the attendance of the courses they previously failed. The participation in the practical work belonging to the disciplines they failed is mandatory for the students who did not pass the practical examination. The passing grade obtained for other disciplines will be acknowledged by the Dean’s Office irrespective of its value. In the case of the failed courses the partial recognition of the written, oral or practical examination is forbidden.

Art. 168. During the supplementary year, if the academic activity in the failed courses is organized in modules, the students can choose the period when they intent to take the courses, provided they communicate their decision to the chair and the faculty governance structures, before the beginning of the academic year.

Art. 169. The students who did not acquire the necessary number of credits to progress to the next year of study but who were admitted to hospital or received medical leave extended beyond a period of 60 calendar days, of which 20 should represent an uninterrupted period of hospitalization, can be re-enrolled in the same year of study between the months of October and July, thus prolonging their study period with one academic year.

Art. 170. The study period extension can be granted no more than 2 times during the entire study period. The second extension will involve the requirement to pay the established tuition fee. Under these conditions, it is possible that the extension may be granted for two consecutive years, of which only the second year will entail the necessity to pay the tuition fee.

Art. 171. The application requesting the study period extension on medical grounds will be submitted to the Faculty Registrar’s Office within 10 days after the effect of the medical leave of absence ceases. The approval of the study period extension on medical grounds is issued by the Executive Committee of the Faculty Council and by the Senate Executive Committee.

Chapter VIII

INTERRUPTION OF STUDY PERIOD. TRANSFERS. WITHDRAWALS. WITHDRAWAL OF THE STUDENT TITLE

INTERRUPTION OF STUDY PERIOD.

Art. 172. The request to interrupt studies is submitted to the faculties’ secretariat offices. For duly justified cases and after consultations with the S.C.O.P. Department, the Executive Committee of the Faculty and the Senate’s Office may approve the request to interrupt the studies for a maximum of two years (consecutive or not) during the entire tuition period. The exams passed until the interruption will be recognized. The interruption of the studies including more than two years requires the approval of the Senate.

Art. 173. To benefit of the temporary interruption of studies, the students paying a tuition fee are required to pay the fee by the day of approval, including the fee for the entire month in which the request was submitted. This provision also applies to foreign nationals who are studying at their own expenses.
Art.174. Students who are interrupting their studies before the deadline for which they paid the tuition fee benefit of a refund of the fee for the period after the approval of the interruption.

Art.175. The students who have interrupted their studies are obliged to resume their academic activities and respond to any curricular changes resulted in the meantime (the study of new courses and sustaining exams’ differences in the system of transferable credits).

Art.176. The students applying for the interruption of studies cannot qualify for student status (vouchers, scholarships, student certificate, etc.) once interruption is approved.

TRANSFERS

Art.177. The transfer of students to other faculties is admitted for students enrolled in the second to the last but one year of study, without restrictions, only if they have paid all remaining debts to the university.

It is not allowed to transfer students on the state-funded places in the first or last year of study.

Art.178. The transfers to “Gr. T. Popa” U.M.F. Iași and between specializations within the university can be done for students who have graduated the year, in accordance with the norms of graduation in place at “Gr. T. Popa” U.M.F. Iasi, as resulting from this set of regulations.

The Romanian state-funded students can obtain a transfer only if they were admitted in the entrance examinations held at the state accredited faculties. The students who are citizens of other countries, beneficiaries of scholarships of the Romanian state or funded as a result of intergovernmental agreements can transfer only according to regulations. The Romanian citizens that came by transfer, regardless of whether they have to pay the tuition fee or not, are not entitled to scholarships for the academic year in which they were transferred.

Art.179. The deadline for transfer applications from “Gr. T. Popa” U.M.F. Iasi to other universities is the end of the academic year, September, and the applications for transfer inside “Gr. T. Popa” U.M.F. Iasi is the 1st of November. Documents or transfer cases are to be processed within 2 weeks from submission. During the academic year transfers are not accepted.

Art.180. The students who are enrolled by transfer, but who, due to curricular differences, have to pass difference exams in certain disciplines have an obligation to sit in and pass the difference exams in the first year of their enrolment at “Gr. T. Popa” U.M.F. Iasi, so that at the end of this first year they do not have more than 15 remaining credits. If they do not comply with these requirements, they will have the option to enrol in the additional year.

Art.181. In charge with the approval of the transfer is:

- The Dean’s Office (the Executive Committee of the Faculty) and the Rector’s Office (the Executive Committee of the Senate) when the requested transfer is from one speciality to another at the same faculty;
- **The Dean’s Office and the Rector’s Office** when the requested transfer is from one faculty to another at the same University, provided the transfer application is approved by both faculties;

- **The Executive Committee of the Senate** when the requested transfer is from one university to another, provided the transfer application is approved by both faculties and universities.

**The Executive Committee of the Faculty** receives transfer students based on education programs (curricula, syllabi) and the students’ study records, and decides:

- Recognition of examinations already passed, on a reciprocal basis,

- Difference exams,

- Re-examinations in order for the student to obtain other necessary credits,

- The academic year in which the transferred student may be enrolled,

- The time period when the difference exams may take place. The failure to pass all difference exams in a specific period makes it impossible for students to attend subsequent activities and leads to failing to pass the academic year.

The transfer students may request the recognition of studies in the first semester but not later than the first two weeks of the second semester.

**The University’s Senate** decides the fees charged for difference exams and additional teaching activities (lectures, practical work, clinical training) for all categories of transfer students.

### WITHDRAWALS

**Art.182.** The students seeking to withdraw from studies are required to pay their tuition fees up to the date of withdrawal. The documents in the students’ personal file will be returned only upon submission of the fully signed liquidation sheet to the Dean’s office.

**Art.183.** Students who benefit of the interruption of studies, transfer or withdrawal from study will submit their student gradebook to the Dean’s office, and if applicable, the transportation card.

**Art.184.** If the tuition fees have not been paid on time, students will pay an additional fee according to the study contract. This provision is applicable to self-funded Romanian and foreign students. Regaining the student rights in the respective academic year takes place only after the payment of all fees.

Students who have lost their student status will be able to retrieve the documents from their files from the university archives in the subsequent academic year, after paying an archive fee.
WITHDRAWAL OF THE STUDENT TITLE

Art.185. The student status will be withdrawn in the following cases:
- failure to enrol in the academic year before the deadline set by regulations,
- failure to pay the tuition fee before the deadline,
- exceeding the limit of 15 credits resulting from failed exams in previous years and subsequent rejection of enrolment,
- misconduct or failure to observe academic discipline and regulations.
The withdrawal of the student status is made at the proposal of the Executive Committee of the Faculty, approved by the Executive Committee of the University Senate and then sent to all departments concerned (Student Facilities Service, Accounting Service, Administration, Central University Library, etc.). The notification of students is made by post.

Chapter IX

ERASMUS STUDENT STATUS

Art.186. Any student at the “Gr. T. Popa” University of Medicine and Pharmacy Iași and any student of the partner university in the Socrates - Erasmus Program outside the country can become an Erasmus student according to the specific methodology.

Art.187. The Socrates – Erasmus students of the European Universities partners with the “Gr. T. Popa” University of Medicine and Pharmacy Iași enrol as temporary students (one semester or a year) at the faculty where they come to study based on the following documents:
- Registration application,
- A transcript of the study records at the university where the student comes from
- “Learning agreement” signed by the coordinators of the Socrates and ECTS programs of the faculty where the student enrols as temporary student.

Art.188. The Faculty which enrolls the Socrates - Erasmus students temporarily will ensure that they have the necessary conditions for attending classes, seminars, practical work, clinical training as well as the necessary conditions for study similar to those provided to the other students.

Art.189. At the end of the study exchange period, the faculty which had temporarily enrolled Socrates-Erasmus students from the partner universities issues to each of these students:
- A document containing the study records, including all grades and credits earned, signed by the Dean of the Faculty, the Socrates coordinator and Chief Secretary;
- A document specifying the study period and the disciplines studied by the student, signed by the Dean of the Faculty.
Art.190. Any students of the “Gr. T. Popa” University of Medicine and Pharmacy Iași (which is a partner in the Socrates-Erasmus Program) may become Erasmus students if:

- They are enrolled as students of the university;
- There is a bilateral agreement between the university and the partner university which provides a number of student mobilities for undergraduates, master students, residents and PhD students in the respective academic year.

Art.191. The rights and obligations of the student who benefits from mobility within the Socrates-Erasmus Program are:

- The period of study at the partner university is between three months and one academic year;
- The mobility period is fully included in the curriculum of the host university;
- Students with mobility will receive full academic recognition; the period of study at the partner university (courses, exams, evaluation of results) will be recognized upon their return through the recognition of the credits ECTS - European Credit Transfer System study;
- Before departure, the student together with the partner institution will agree on the program of study abroad in the form of a study contract, and the host university will provide the student’s home institution with a certificate specifying the degree in which the agreed program was fulfilled and a list of the obtained results; the student’s failure to fulfil the agreed study program leads to the student’s obligation to fully reimburse the grant, except in special circumstances beyond the student’s control or due to well justified reasons;
- The student doesn’t pay any tuition fee at the partner university;
- The student who receives a national scholarship/grant will continue to receive it fully during the period of study;
- At the partner university the didactic activity will be made in the language of the study at that university; the student must demonstrate certified mastery of the language (oral and written production).

Art.192. Socrates students are evaluated in the same conditions as the other university students. The results of the exams are recorded in special grade record sheets for each object of study. These are kept in the personal file of each student.

(a) Based on the grade record sheets, the faculty sends an address to the Rector’s Office (Community Programs Office) signed by the Chief Secretary and the Dean, specifying:

- The names of the disciplines for which the student was evaluated;
- The grades obtained upon evaluation;
ECTS grades;
- Number of credits for each discipline in the curriculum.

(b) Socrates students who come to the “Gr. T. Popa” University of Medicine and Pharmacy Iasi must submit a written request at the secretariat of the faculty where they are temporarily enrolled, listing the disciplines that they want to attend and the credits they wish to obtain. The request must be approved by the Dean.

Chapter X

REWARDS AND SANCTIONS

Art.193. For special achievements during the study period, scientific activities or other special merits, the students can be rewarded with:

- Special merit diplomas,
- Annual or occasional prizes (in money, objects, books).

Art.194. For breaching the rules of academic conduct, the student can suffer the following sanctions:

- Warning,
- Suspension of the scholarship for a period of 10-30 days,
- Temporary or definitive suspension of services enjoyed by the student (accommodation in residential dormitories, student tickets for public transport),
- Students are expelled from “Gr. T. Popa” U.M.F. Iaşi in the following cases:
  - breaking the rules of professional discipline (attempt to cheat or cheating at the exams),
  - breaking the norms of social cohabitation within or outside the university in ways that can negatively affect the image of the university (depending on gravity).

Art.195. Any appeals to decisions regarding sanctions are to be addressed to the academic structure immediately above the one which imposed the sanction, within 5 days of the sanction decision.
Chapter XI

MASTER DEGREES, DOCTORAL AND OTHER POSTGRADUATE STUDIES

Art.196. Admission to graduate medical education (master and doctoral studies) is carried out through the following process of selection:

- The entrance exam is organized:
  - by Faculties, in the case of specializations and further studies (master programs), according to the Regulations of each Faculty;
  - by the University, in the case of doctoral studies, according to Regulations;
  - by the Ministry of Health in the case of the residency exam for physicians and pharmacists, according to Regulations;

- Application for admission in training courses.

Art.197. Decisions regarding graduate education offers, except the residency, fall under the jurisdiction of the University as results from the Law of Education and the university autonomy.

Art.198. The number of places for graduate studies is approved by:

- The University Senate - for fee-based places or places financed from other sources than the state budget,
- The Ministry of Education, Research, Youth and Sport (M.E.C.T.S.) - for the places funded through the state budget.

Art.199. Master studies are of 1-2 years, organized only as day studies for graduates with Bachelor degrees, according to Regulations and to ARACIS norms (The Romanian Agency for Quality Assurance in Higher Education).

Master studies correspond to 90-120 ECTS credits. As an exception, depending on the duration of the undergraduate studies, the lower limit may be 60 credits.

Art.200. Master programs may be taught only by teaching staff holding PhD titles and who are known for outstanding scientific research results.

Art.201. According to the ARACIS norms, the weekly timetable in a master program should contain a minimum of 14 hours of didactic activities.

Art.202. The master student graduates a master program and is awarded a master degree after defending the dissertation thesis.

Art.203. Master studies may be financed either through the state budget, within in the limit
of places approved by M.E.C.T.S., or through a tuition fee.

Art.204. The master program curriculum, the methodology for admission and the amount of the tuition fee are proposed by the Council of each Faculty and approved by the Executive Committee of the University Senate and by the University Senate.

Art.205. The doctorate constitutes the higher level of graduate studies and its outcome is the development of knowledge through original scientific research. The doctorate has two components: a training program based on advanced university studies and a scientific research program.

Art.206. The doctoral studies are organized both as day studies and as non attendance of studies, within the limit of state-funded and self-funded places granted by the M.E.C.T.S. (for day studies and non attendance of studies) approved by the Executive Committee of the University Senate and the University Senate, according to Regulations.

All the activities within the doctoral study program are organized through the Doctoral Schools, according to regulations in place.

The duration of the doctoral studies is 4 years. Under special circumstances, as specified in the regulations of the Doctoral School, this period can be further extended by 1 or 2 years.

Art.207. Postgraduate courses for medical residents are organized as training modules according to nationwide standardized topics issued by the Ministry of Health.

Art.208. Postgraduate training courses on the various specialties from the list issued by the Ministry of Health, are organized following proposals of the department heads, according to expressions of interest made by professionals in the healthcare network or the Ministries’ own healthcare services. They are published in Viața Medicală (engl. Medical Life) every year in July, sent to the County Sanitary Departments and made accessible on the Internet. These courses take place either in the university’s clinics and laboratories, or in the context of an external mobility at the request of the Sanitary Departments.

Art.209. Postgraduate studies are funded through fees or other sources, observing the exceptions listed in the Law of Education (e.g. doctoral studies, specialization courses for residents).

Chapter XII

RECOGNITION OF PREVIOUS STUDIES

previously undertaken in medical education institutions by students who apply for enrolment in an academic year other than the first year of studies

Art.210. The provisions of these Regulations apply both to foreign students requesting enrolment and to Romanian students seeking a transfer or studies recognition and who have previously undertaken studies in another medical education institution in Romania.
Art.211. The recognition of studies for the academic year in which the student wishes to enrol will be made according to the specifications of each specialty, as decided by the Faculty Council.

Studies completed more than 6 years before the time of application will not be recognized.

Art.212. In order for previous studies to be recognized:

a. The contents of the studied subjects (as demonstrated by the syllabi) and the duration of the studied subjects (as demonstrated by the curriculum) must match at least 70% of the corresponding “Gr. T. Popa” University curriculum.

b. The sum of transferable credits corresponding to disciplines from the “Gr. T. Popa” University curriculum and which were not studied previously (difference exams) must not exceed 15 credits/academic year (excluding Physical Education and Romanian Language).

c. For students who have graduated from accredited universities in the EU, it is possible to also recognize study results in disciplines from the academic year in which the students wishes to enroll, provided the difference between the remaining credits and these additionally recognized ones does not exceed 15 credits/academic year.

d. The students will present an official certificate explaining the grading system used in the institution where they had previously studied, as well as its translation into ECTS.

e. Only those disciplines to which the student obtained passing grades will be taken into consideration.

f. Completed practical clinical activities which were not followed by the passing of the corresponding examination will not be recognized.

g. For the recognition of studies, the applicant will submit the following documents in original:

- Proof of schooling with the study records, the curriculum plan, the syllabi of each discipline for which recognition is required, the official explanation of the grading system used, as well as how it translates into the ECTS system,

- Standard filing envelope,

- Written request stating the disciplines for which recognition is required,

- Request of studies recognition from the Didactic Vice-Rectorate.

All documents requiring the recognition of studies will be submitted only once. Subsequent additions to the file will not be accepted.

Art.213. For the disciplines within the clinical or pharmaceutical domains bound by sectorial regulations, only those studies completed in higher education medical institutions and which result a degree in medicine or pharmacy may be recognized. For complementary disciplines, the Faculty Councils will specify the recognition modality.
The present regulations serve as an Annex to the study contract.

**Art.214.** The application files will be submitted to the corresponding Dean’s Office no later than November 1 for the current academic year, or, with the approval of the Senate’s Executive Committee, no later than the enrolment deadline for foreign students at our university, as established by the Executive Committee of the Senate according to the M.E.C.T.S. regulations.

The evaluation of the files concerning recognition of studies is carried out by a designated member of the Executive Committee of the Faculty Council and approved as minutes of the Executive Committee, bearing the signature of all its members.

The evaluation of the file should be completed within 7 working days from the date the file was submitted at the Dean’s Office.

**Art.215.** The Executive Committee of the Faculty Council has the right to seek and consider the opinions of the teaching staff in charge of those disciplines which do not coincide in length or content with the studies for which recognition was requested.

**Art.216.** Any appeals to the decisions taken by the Executive Committee of the Faculty Council may be submitted by the applicant within 48 hours from the decision notification.

Appeals are discussed by the evaluator appointed by the Executive Committee of the Faculty Council and the applicant.

The decision taken by the Executive Committee of the Faculty Council following the discussion of the appeal is final and cannot be appealed further.

### 6. Final Dispositions

**Art.217.** The present set of regulations comes into effect starting with March 1\(^{st}\) 2010 and shall be posted on the University website.

**Art.218.** As the present set of regulations comes into effect, all previous regulations which may differ from the ones currently in place are annulled.

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**RECTOR,**

Professor Vasile Astărăstoae

**LEGAL OFFICE,**

Roxana Ruja