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# **ACADEMIC REGULATIONS FOR BACHELOR’S DEGREE PROGRAMS**

**CODE: RG-24**

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## 1. PURPOSE

**Art. 1.** The purpose of these regulations is to establish the norms, rules and instructions to ensure the good quality of the academic activity carried out within "Grigore T. Popa" University of Medicine and Pharmacy of Iași.

**Art. 2.** These regulations were approved by the Senate of "Grigore T. Popa" University of Medicine and Pharmacy of Iași in accordance with the provisions of the Law of National Education.

## 2. SCOPE

**Art. 3.** These regulations apply within "Grigore T. Popa" University of Medicine and Pharmacy of Iași and must be complied with by the professors, students and functional and administrative structures.

## 3. REFERENCE DOCUMENTS

- *SR EN ISO 9000: 2015 - Sisteme de management al calității. Principii fundamentale și vocabular* [Quality management systems. Fundamental principles and vocabulary];
- *SR EN ISO 9001: 2015 - Sisteme de management al calității. Cerințe* [Quality management systems. Requirements];
- *SR EN ISO 9004: 2010 - Sisteme de management al calității. Linii directoare pentru îmbunătățirea performanțelor* [Quality management systems. Guidelines for improving performance];
- Legislative framework on Bachelor’s degree studies:
  - Law no. 1/2011 (LEN), as amended and supplemented;
  - Law no. 288/2004 **regarding the organization of university studies**, as amended and supplemented;
  - Government Emergency Ordinance no. 133/2000 **on state university and post-university education paying tuition fee, over the places financed from the state budget, as amended and supplemented;**
  - **OMECTS no. 3666/2012 on the approval of the Code of Student Rights and Obligations;**
  - ORDER of the Minister of National Education on the approval of the Methodology for admitting foreign citizens for studies and schooling in pre-university/higher education state and private accredited institutions;
  - ORDER of the Minister of National Education **on the approval of the Methodology - framework for organizing and carrying out Bachelor’s / diploma and dissertation exams;**
  - ORDER of the Minister of National Education **on the approval of the Methodology - framework for organizing the admission in the Bachelor’s, Master’s and Doctoral degree study cycles for the current year;**
  - Charter of "Grigore T. Popa" University of Medicine and Pharmacy of Iași

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#### 4. GENERAL PRINCIPLES

**Art. 4.** The entire activity of "Grigore T. Popa" University of Medicine and Pharmacy of Iași is unconditionally governed by the principles established in the University Charter and includes the following objectives:

- ensuring excellence in training - education and scientific research in the medical field and in the applied engineering sciences;
- promoting science based on the values of democracy, moral standards, academic freedom in the context of European and universal culture and civilization;
- preventing exclusivism, intolerance and discrimination of any kind;
- offering, through its components - i.e. faculties - academic programmes corresponding to the widest range of educational requirements and demands;
- adapting the knowledge and practical skills of graduates to the labour market, both through their initial training, as well as through continuing education, Master’s, Doctoral programs;
- prospecting and capitalizing on the employment possibilities of graduates, based on their training and skills.

**Art. 5.** The **academic programs** of the university are developed at the level of the faculties and are conceived according to the current standards, respecting the traditions of the Romanian school of medicine, dental medicine, pharmacy and bioengineering, as well as the requirements for the excellence of national and European medical education.

**Art. 6.** “Grigore T. Popa” University of Medicine and Pharmacy of Iași assures the students’ **right to study compulsory, optional and elective subject matters**, according to the Curriculum, as well as the students’ **mobility** based on specific criteria and on the recognition of the credits achieved in their own faculties or in other Romanian or foreign universities, comparable according to teaching standard reports and with which previous conventions have been concluded.

**Art. 7.** The University guarantees the valoric hierarchy of the students.

**a.** Students are ranked at the beginning of every academic year. They occupy the places financed from the state budget or the places paying tuition fee in the decreasing order of the score they achieved, with the exception of the students paying tuition fees in foreign currency and of the Romanian ethnics.

**b.** Students who achieve exceptional results can be offered professional training programs that capitalize on their performances and/or integration into the professors’ scientific research groups and participation in national and international scientific events. They are selected following a competition organized by the Vice-rector’s office, the development of which is to be approved by the Administrative Council of "Grigore T. Popa" University of Medicine and Pharmacy of Iași. The value criteria is to be established by the professors, through the professional commissions appointed by the Dean’s offices and the student representatives.

**Art. 8.** For the purpose of informing the students, before the beginning of the academic year, each faculty publishes a list of academic obligations per years of studies, which includes: the Curriculum with the subject matters, the professors who teach the courses and the related practical work/internships/seminars. This information is published, through various sources, such as the

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"Students' Guide" presented and disseminated, including in electronic form, on the University's website.

## 5. ACADEMIC ACTIVITY REGULATIONS

### Chapter I ORGANIZATION OF THE ACADEMIC ACTIVITY

**Art. 9.** The structure of "Grigore T. Popa" University of Medicine and Pharmacy of Iași comprises: faculties, departments and departmental structures, research centres, Doctoral school, the General Administrative Directorate and other structures as provided by the law, organized according to the 1/2011 National Law, as amended, and the university Charter.

**Art. 10.** The **initial and continuous training educational activities** are carried out based on modern teaching principles and methods and must be open to permanent acquisitions and integration into the European community, in compliance with the **Bologna Declaration** and other regulations. The aim of the educational activities is to **harmonize with European education**, being based on acquiring knowledge and skills, by observing the basic curriculum, the European system of transferable credits, the system of performance assessment and of quality control and assurance.

**Art. 11.** The **teaching activity** is organized in the form of *full-time courses* and is taught in *Romanian, English and French languages; the specializations are constituted* according to the law with the approval of the Senate, ARACIS and MNE.

**Art. 12.** The Bachelor’s Degree studies are organized in "Grigore T. Popa" University of Medicine and Pharmacy in Iași according to the law, in the field of Health Care (on the specializations regulated at sectoral and general levels), in accordance with the norms of the European Union and in the field of Applied Engineering Sciences, in accordance with the nomenclature of specializations proposed by ARACIS and approved by the Ministry of National Education.

- a. The university studies are organized into **three cycles of studies**: 1<sup>st</sup> cycle - *Bachelor’s Degree* studies (organized by fields and specializations); 2<sup>nd</sup> cycle - *Master’s Degree* studies and 3<sup>rd</sup> cycle - *Doctoral* studies - different in terms of admission, duration, organization, content and financing, in accordance with the regulations of the European Union, ARACIS and MNE.
- b. According to the law in effect, organizing each cycle of studies and establishing their content (general and specialized knowledge and skills; specific cognitive skills) is the responsibility of the University, with the approval of the Ministry of National Education.
- c. For the study programmes - Medicine, Dental Medicine and Pharmacy - professions regulated in the EU by special rules - the **1<sup>st</sup> and 2<sup>nd</sup> cycles** are provided altogether into a full-time compact two-level academic system, with a duration between **5 and 6 years**, that grants the graduate the *Master’s Degree*, according to the law. In this case, the Master’s studies carried out after completing the Bachelor's Degree ensure that a *complementary professional training* is achieved. The Bachelor's Degree programs: *General medical assistance, Nutrition and dietetics, Dental technique, Balneophysiokinetotherapy and recovery, as well as the Bioengineering study program (the field of Applied Engineering Sciences)* represent the 1<sup>st</sup> cycle of studies.

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**Art. 13.** The **European Credit Transfer System (ECTS)** is applied at intra- and interuniversity levels (internal, external) in all faculties, which allows the mobility of students and an increased flexibility for them to receive an adequate training. The credits are defined as numerical values assigned to *units of courses and other teaching activities*, by which the *average amount of work done* by the student (in a supervised and individual system) for acquiring a subject is assessed; a total of 60 credits/year of study is granted.

**Art. 14. Programming, organizing and developing the educational process** derive from the university autonomy, complying with the provisions of the Law of National Education in effect.

**a.** In accordance with the Regulations regarding the initiation, approval, monitoring and regular assessment of the study programs, the specializations within the Faculties are approved by the MNE and accredited by ARACIS. Their organization is approved by the University Senate.

**b.** The diplomas issued by other universities accredited in Romania, which practice excellence in education, are equivalent to those issued by the "Grigore T. Popa" University of Medicine and Pharmacy of Iași.

**Art. 15.** The **Curricula** - is in accordance with national and European standards and ensures the acquisition of the defining knowledge for the *field of study, the abilities and skills* being conceived in such a way so as to ensure a **student-centred education**. The curricula are suitable for linear or modular education and comprise *compulsory, optional and elective subject matters*. The compulsory subject matters in the Curriculum (including the number of hours, credits, etc.) can be changed starting with the 1<sup>st</sup> year and are approved in the Faculty Council and the University Senate. The offer of optional and elective subjects is reviewed annually. In accordance with the procedures in effect, the Curricula are elaborated by the Faculties, approved by the Faculties’ Council and the University Senate.

Any change brought to the Curriculum must be justified by the conclusions of the annual analyses of the existing curricula and/or by changes occurring in the labour market. Changes to the Curriculum should not affect students negatively during their schooling.

The **compulsory subject matters**, according to the European curriculum, ensure that students acquire the knowledge indispensable to the field.

The **optional subject matters** allow refining particular directions in accordance with the inclinations and specialization targeted by the student.

The **elective subject matters** target complementary fields and widen the students’ horizon of knowledge.

The number of optional and elective subject matters is approved annually by the Faculty Council and endorsed in the Senate, within the framework of the Curricula.

The credits assigned to the normative optional subjects are assigned to the student after the selection, attendance and promotion of the subject matter. Once chosen by the student, the optional subject becomes compulsory. For 1<sup>st</sup> year students, the Dean makes the distribution of the optional subjects at the beginning of the academic year. For the students in the other years of study, they are chosen by the students themselves in the period prior to the discussion and approval of the Curricula for the year to come in the Professional Council. The students will choose from the offer of optional subjects the one they wish to attend as an optional subject matter. After their selection, the optional subjects included in the Curriculum will be determined. The optional subjects attended additionally



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during an academic year can be considered as being elective, and the student benefits from credits additional to the 60 that are compulsory, these being recorded in the Annex to the diploma.

In the Curriculum, the subject matters are coded using 2 letters and 4 figures which mean: the first letter designates the faculty, the second letter designates the specialization within that faculty, the first figure indicates the year of study, the second figure signifies the semester in which the subject is studied and the 3<sup>rd</sup> and 4<sup>th</sup> figures respectively signify the order of that subject in the curriculum.

The curricula cannot exceed the average limit of 28/29 hours per week, to which the **hours** assigned to summer practical training and to other practical training activities are added. The number of hours for summer practical training can vary from one faculty to another, depending on the national and European requirement.

The curricula and the syllabi, as well as the theme of the courses and of the practical activities, the bibliography and the knowledge necessary to pass the practical exam will be listed for the subject matters **on the University's website as well, mandatorily before the beginning** of the academic year.

**Art. 16.** The **syllabi** must be harmonized with one another, updated and diversified annually, with reference to national and international standards, for efficiency and adaptation to the national and international teaching and scientific context as well as to the needs in the field of health care.

The syllabi are drawn up by the **coordinators of the teaching activity** (after consulting the academic staff) and is approved in the department Council. They are then forwarded to the Dean of the Faculty at the beginning of each academic year, in accordance with the approved Curriculum. The Faculty Teaching Commission (Curricular Office) coordinates consultations regarding curricula harmonization and avoidance of overlaps. The Faculty Council then approves the final draft proposed by the Curricular Office. The syllabus comprises:

- Data about the program and the subject matters
- Total time estimated (hours/semester of teaching activity)
- Curriculum preconditions and skills
- Conditions for conducting the course, seminar/laboratory
- Specific skills acquired
- Objectives of the subject matter
- Content of the curricula and teaching methods
- Minimum bibliography required
- Corroboration of the content of the subject matter with the expectations of the representatives of the epistemic community, professional associations and representative employers in the field related to the program
- Means of assessment.

This information as well as that related to the course holder/collaborators, the number of credits allotted and the assessment procedure will also be posted on the website of "Grigore T. Popa" University of Medicine and Pharmacy of Iași by the Deans of each Faculty.

**Art. 17.** The **duties of the academic staff** included in their job description are those provided by the law, such as: teaching activities, practical works, clinical internships, resuming practical activities after absence, seminars, guiding practical activities, guiding projects, students’ scientific papers, Bachelor's and graduation theses, assessing students according to the curricula and syllabi, scientific

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and methodical training activities and other activities for the sake of education in relation to the objectives of the subject matters, the Department, the Faculty or the University, scientific research activities, coordinating Master’s Degree students, Doctoral students and residents. The activities established in the **job description** are reviewed annually and annexed to the employment agreement, under the law. The annexes to the employment agreement are signed by the University management as well as by every professor, a copy being given to the latter, according to the law.

**a.** The professors have the obligation to make known, through written declaration, the number of hours taught at other universities, having previously obtained the Senate’s approval.

**b.** Each Faculty has the obligation to appoint for each series, from each year of study, one **tutor** among the tenure academic staff. Their duties consist in guiding students on professional matters, organizing their activity, harmonizing their preferences for the optional and elective subject matters, etc. This activity is recorded as a number of hours spent in the State of functions (other activities) and represents a criterion within the annual assessments. The consultation schedule with the tutor is established in agreement with the students, whenever requested by the students, and is posted on the website of "Grigore T. Popa" University of Medicine and Pharmacy of Iași at the beginning of every academic year.

**Art. 18.** The **organizational charts** of the academic staff are drawn up annually in accordance with the Procedure in effect.

**a.** The number of positions is established based on the Curricula, forms of study, teaching norms, research hours and other activities, within the limits provided by the law and correlated with the budgetary possibilities and the educational spaces available.

**b.** The organizational chart includes, in hierarchical order, the filled and vacant teaching positions, with the following specifications for each position: teaching function, scientific title, seniority in education, capacity as tenured professor, subject taught, specifying the weekly number of physical and conventional course hours and practical activities distributed in each of the two semesters per faculties, specializations, year/series of studies and the number of groups for practical activities/seminars, other compulsory teaching activities (assessments, consultations, scientific workshops, admission exam, Bachelor’s Degree exam, etc.).

**c.** The forms of study and their size are established by the University Senate, at the proposal of the Faculty Councils and within the limits provided by the law. In organizing the forms of study, no distinction is made between students admitted with/without tuition fee.

**d.** The organizational charts of the academic staff, signed by the Department directors, are analyzed in the Council Office of the Faculties and approved in the Faculty Councils, which can impose corrective measures in cases of failure to comply with the law, creation of unjustified positions or obstruction of the creation of a potential position, etc.). The University Senate receives the synthesis of the norms of the academic staff, analyzes and decides solutions for disputed situations and empowers the Rector to approve the Organizational Charts.

**e.** The activities related to the vacant or temporarily vacant positions are filled, as a priority, by the tenured staff or associated academic staff, by cumulation or payment by the hour.



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## Chapter II STUDENTS’ RIGHTS AND DUTIES

**Art.19.** The students have the right to:

- a. attend the academic activities of the faculty to which they enrolled according to the curricula;
- b. use the laboratories, amphitheatres, classrooms and seminar rooms, reading rooms, libraries and other means provided by the University, in accordance with the regulations in effect and in compliance with the principles of ethics and academic discipline;
- c. receive scholarships and other forms of material support, in accordance with the norms in effect;
- d. benefit from free medical care;
- e. be accommodated in dorms and benefit from the student restaurant, under the conditions established by the University administration and within the places available;
- f. elect and be elected to the Faculty Council and the University Senate;
- g. become part of student, professional, cultural organizations, the programs of which do not contravene the University Charter;
- h. express their opinion on any problem concerning the university community without restrictions and repercussions;
- i. assess the activity of the academic staff and the quality of the teaching process at the level of each subject annually, in order to improve their quality, in accordance with the assessment methodology announced.

The professors who carry out practical work/internship/seminar activities will be assessed mandatorily by all the students whom they have taught.

The tenured academic staff will be assessed mandatorily by the students who have attended at least 50% of the courses taught by said professors.

The academic staff will be assessed through the e-Learning Platform, ensuring the confidentiality of the assessment. This will be done in two periods: the first period in the first five weeks of the 2<sup>nd</sup> semester of the academic year for the teaching activity carried out in the 1<sup>st</sup> semester and only for half-year subjects; the second period, during the first five weeks of the 1<sup>st</sup> semester to assess the teaching activity from the second semester of the previous academic year for all-year subjects; in the case of students in their final year, the second period of assessment will take place until the date of enrolling in the Bachelor’s Degree exam. The overall results of the academic staff assessment will be made public according to OMENCS no.3666/2012.

- j. benefit from the academic mobility and transferable credit system, under the conditions provided by the law and the regulations in effect;
- k. attend voluntary actions, for which additional transferable study credits can be obtained, according to the working procedure in effect (PL-93);
- l. be informed about regulations, decisions that affect their educational path and be provided with educational, psychological support or professional guidance (through year tutors, teaching activity coordinators, SCOP Service, etc.).
- m. students with hearing loss or visual impairment and who require the use of auditory or visual aids or prostheses, attested to with medical documents, must notify the professors or the Dean’s office about this state of facts at least 72 hours before sitting an exam.

**Art. 20.** The students have the obligation to:

- a. fulfil their obligations from the Curriculum;

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- b. fulfill their obligations on academic staff assessment;
- c. show respect for the academic community (both inside and outside the institution);
- d. use the material goods made available to them in the higher education institution, dormitories, student restaurant, laboratories, amphitheatres, clinics responsibly, materially compensating the damages caused;
- e. respect the University Charter, the provisions of these Regulations and other work regulations, methodologies and procedures targeting their educational path;
- f. train and learn seriously and with discernment for the profession they have chosen for themselves;
- g. create a moral profile worthy of their profession, following the completion of their studies at "Grigore T. Popa" University of Medicine and Pharmacy of Iași;
- h. pay their tuition fees and other financial obligations on time, in accordance with the Study Agreement.

### Chapter III

## ADMISSION TO COLLEGE. APPLICATION TO COLLEGE

### ADMISSION TO COLLEGE

**Art. 21.** The **admission** to "Grigore T. Popa" University of Medicine and Pharmacy of Iași of Romanian candidates/foreign citizens from the EU/non-EU countries, on places financed from the budget and on places on tuition fee is made by competition, limited by the number of places, proposed by the Faculty Councils, approved by the Administrative Council, presented to the University Senate and approved by Government Decision under the conditions established by the law and according to ARACIS accreditation.

**Art. 22.** The **admission competition is carried out according to the admission methodology.** The methodology of the admission competition is made known through the media, through brochures, leaflets, the University's website, at least 6 months before the date of the admission competition.

**Art. 23.** Students who are citizens of EU states (including Romanian citizens) or who belong to the states associated with the European Economic Area or the Swiss Confederation who study on tuition fees in foreign currency may change their status so as to be enrolled in specializations taught in Romanian on budgeted/tuition fee in LEI only after passing a new admission competition (and achieving an average grade at least equal to that of the last candidate admitted on tuition fee). *The consequence of passing the admission competition is enrolment in the 1<sup>st</sup> year of studies, on a budgeted place or on a tuition fee, depending on the average grade achieved upon admission, having the possibility to equvalate his/her previous studies only if s/he has passed all his/her exams / completed all credits successfully and is within the limit of the places available.*

**Art. 24.** Graduates who have a Bachelor's Degree can attend a second specialization, upon passing an admissions competition based on candidate files, but only on places with special tuition fee reserved for this category and with the approval of the Faculty Council and the University Senate, under the conditions established by each faculty.

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### APPLICATION TO COLLEGE

**Art. 25.** Enrolment in the 1<sup>st</sup> year is done according to the structure of the academic year, as follows:

- a. For Romanian students declared admitted on budget places, following the admission competition, enrolment is based on the decision issued by the Rector and the signing of the learning agreement.
- b. For Romanian students admitted on tuition fee places, enrolment is based the Rector's decision, after paying the tuition fee established by the University Senate and signing the learning agreement.
- c. For foreign students accepted on a budget place, enrolment is based on the Order issued by the MNE, on the approval of university management and the signing of the learning agreement.
- d. For foreign students on tuition fees in foreign currency, enrolment is based on the criteria indicated for the admission competition and on the MEN enrolment order, after making *full payment of the tuition fee for the 1<sup>st</sup> year* and signing the learning agreement. The complete student file will be registered with the Dean’s office after its checking and approval by the MNE, according to the procedures in effect. Candidates admitted in the 1<sup>st</sup> year and not enrolled within the period established by the decision of the Administrative Council lose their right to be enrolled.
- e. According to the MNE order, a student can enrol only in one specialization on a budget place. The second specialization can be attended either with or without a tuition fee, according to the law and the work procedure in effect (PL 94).
- f. The University reserves the right not to enrol candidates who have been expelled from other universities for disciplinary reasons.

**Art. 26.** Each student is registered in the academic register under a unique number, valid for the entire duration of schooling in that faculty. Such numbers are assigned for each new series of students. Students who attend, simultaneously or consecutively, two specializations at the same faculty or within the university, receive different student registration numbers.

**Art. 27.** Upon enrolment in the faculty, the student compiles his/her personal file which includes:

- a. the high school graduation diploma in original. The students who are enrolled in a second faculty on places paying tuition fees, they must include a certified copy of their high school graduation diploma as well as a certificate attesting to the fact that they are budgeted students, issued by the faculty where they left their high school graduation diploma in original;
- b. for graduates of a faculty on budget places who enrol in a second faculty on tuition fee places, a certified copy of the Bachelor's Degree diploma is also necessary;
- c. the academic record in original attesting to the studies carried out during high school;
- d. the registration form;
- e. the birth certificate as a certified copy;
- f. medical tests established by the university management;
- g. the signed learning agreement, which entails the student’s knowledge and compliance with it;
- h. four ID-type photos (4/3 cm);
- i. a copy of their identity document with their home address.

**Art. 28.** For foreign students, the personal file must include:

- a. the high school graduation diploma in original and possibly its certified translation (if it is not in a language of international circulation). Original diplomas from Italy, Greece, Spain, Portugal and Cyprus must have the Hague Convention Apostille;

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- b.** the documents of EU third-country nationals or of those from countries that did not sign the Hague Convention must be authenticated by the Ministry of Education, the Ministry of Foreign Affairs, the Embassy of Romania from the issuing country and the Ministry of Foreign Affairs of Romania or by the Ministry of Education, the Embassy of Romania from the issuing country and the Ministry of Foreign Affairs from Romania;
- c.** the transcript of grades in original and possibly its translation (if it is not in a language of international circulation) attesting to the studies carried out during high school;
- d.** a linguistic skills certificate, level B2 (Romanian, French or English), depending on the language in which courses are taught in the department in which the student requested enrolment;
- e.** a copy of the passport;
- f.** the birth certificate as a certified copy;
- g.** the order of the Ministry of National Education attesting to the student’s capacity as a scholarship holder, the student’s account in LEI, in non-currency, currency;
- h.** the registration form;
- i.** the signed learning agreement, which entails the student’s knowledge and compliance with it;
- j.** the medical tests established by the university management;
- k.** four ID-type photos (4/3 cm).

**Art. 29.** Foreign students can enrol within 15 days from the beginning of the 1<sup>st</sup> semester or, with the approval of the Administration Council, at a later date.

**Art. 30.** Upon registration, the Dean’s Office issues a "student report card" to every student. This will include all the grades achieved by the student in the exams or in other forms of testing their knowledge, including the grades achieved in failed exams. The grades will be written down and signed by the examining academic staff. In case of transfer, interruption of studies or expulsion, the Dean’s Office will withdraw the student report card as well as the transportation card, if applicable.

**Art. 31.** The enrolment of students in the 2<sup>nd</sup> year and in the following years and the signing of the learning agreement is done based on filling in the registration form. This form is filled in by each student in the first 15 days from the beginning of the academic year, is endorsed at the Library of "Grigore T. Popa" University of Medicine and Pharmacy of Iași and is submitted personally (mandatory condition for students who repeat the year) or through the leader of the student group at the Dean's Office Secretariat.

**Art. 32.** Enrolment in the senior years is made based on the professional results achieved in the previous academic year and after acquiring the minimum number of credits necessary in order to pass an academic year (at least 45 credits), but not more than 15 cumulated retake credits which can only come from the last 2 consecutive years, preceding the year of enrolment.

**Art. 33.** Students who have accumulated over 15 retake credits, including 1<sup>st</sup> year students, can repeat the failed year as a complementary year, only on places playing a tuition fee. The students declared in the complementary year will be able to enrol after paying their financial obligations for the complementary year and after signing the learning agreement. They can opt for attending certain courses/subject matters in advance, from the superior year, within the limit of 20 transferable credits, but they cannot pass two years in only one year. **The requests by means of which the students**

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**apply for enrolment in courses/subjects in advance within the limit of 20 credits must be submitted personally to the Dean’s Office Secretariat, within the first 15 days from the beginning of the academic year.**

**Art. 34.** Students who are about to enrol in the 3<sup>rd</sup> year of studies at the Faculty of Medicine and Dental Medicine or in the 2<sup>nd</sup> year at the Faculty of Pharmacy, in the programmes taught in English and French, must already have the linguistic skills certificate for Romanian language (at an appropriate level) at the date of enrolment, as established by the Administrative Council. This certificate grants the student the possibility to continue his/her studies. The absence of such a certificate entails the termination of the capacity as a student, at the proposal of the Dean’s Offices addressed to the Administration Council, which will be analysed and approved.

#### **Chapter IV ATTENDANCE**

**Art. 35.** Attendance at teaching activities is compulsory. At the beginning of each academic year or semester (for half-year subject matters), each subject matter will list the maximum number of absences allowed (within the limit of 30%) and how to catch up with the practical works/internships/seminars.

**Art. 36.** To register for an examination, no more than 30% of absences of the total number of hours of internships/practical works/seminars are allowed; the difference up to the quantum of absences accepted by each subject matter can be retaken by the beginning of the session of exams, regardless of the type of exam (practice, colloquium, mid-term, multiple choice or oral exam). Absences cannot be retaken during sessions or holidays.

**Art. 37.** In the case of practical works/clinical internships/seminars, absences can be retaken without fee in the same week, with another group of students, or based on a fee, in the periods established for retaking absences, with the approval of the professor of the group with which those absences are retaken. In the clinical study subjects, internships can be retaken according to the criteria established by each coordinator of teaching activities.

**Art. 38.** Students who exceed the limit of 30% of absences at the practical works/internships/seminars, with the exception of particular cases (*minimum 14 days hospitalization, polytraumas, fractures, special family situations, including the cases of female students in the postpartum period, etc.*), they will have to retake them either in the next semester of the same year, with the approval of the academic staff of the group with which the absences are retaken, if there is such a teaching activity, but with other study formations, or in the following year, in conditions of retaken credit, on a fee. If the absences are motivated by medical causes or special family issues, the practical works/internships/seminars can be retaken without a fee, with the approval of the coordinator of teaching activity and of the Dean’s Office.

**Art. 39.** Absences due to medical or special family reasons can be excused and retaken based on a request submitted to the Faculty Dean’s Office within 15 days from the end of the absent period. Any delay in submitting requests after this term leads to approval for retaking the missed practical



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works/internships/seminars only on a fee. With the approval of the Dean’s Office, these can be retaken without a fee/with fee, respecting the limit of 30% for each subject matter.

**Art. 40.** Absences due to particular situations (blood donation, participation in research groups within University activities, student scientific events as well as other special situations, justifiable in terms of the University's interests) will also be excused and retaken without a fee, as they do not fit into the limit of 30% of absences stipulated in the previous article. To motivate these absences, it is necessary to submit a request to the Dean’s Office, within 15 days from the end of the absent period, attaching supporting documents.

**Art. 41.** In exceptional situations, caused by personal events (marriage, birth, death in the family), students can benefit from exemption from teaching activities for a maximum period of 5 days and their absences can be excused. To have their absences excused, students must submit a request to the Dean’s Office (within 15 days), accompanied by supporting documents. The missed practical works/internships/seminars will be retaken without a fee.

**Art. 42.** Students belonging to religious cults other than the Christian-Orthodox one, recognized by the law, can benefit, upon request, from 6 free days throughout an academic year. The Dean’s Office must be announced of periods of official religious holidays by student representatives at the beginning of each academic year, no later than 1 November. The Administrative Council approves, unitarily, for all faculties, the free periods requested. Such requests from students who are absent for religious reasons will be submitted to the Dean’s Office of each faculty, which will also communicate the approvals. The Dean’s Offices will keep strict records of such free days. The teaching activities for these religious holidays will be retaken without a fee, according to the related methodology indicated in previous articles.

**Art. 43.** To excuse medical absences totalling more than 14 consecutive days, it is necessary to present a legal medical document (hospital discharge summary or certificate endorsed by a head of hospital department or by a medical commission established by the university management).

**Art. 44.** The medical certificates issued by institutions other than the medical practice of the "Grigore T. Popa" University of Medicine and Pharmacy of Iași must be endorsed by the latter, before being submitted to the Dean’s Office.

**Art. 45.** Retaking missed practical works/internships/seminars on a fee can only be done based on a certificate issued by the Dean’s Office, following a request made by the student, endorsed by the academic staff of the group with which such retaking is done, after paying the retaking fee and obtaining approval from the Faculty Council Office.

**Art. 46.** The unexcused absences (for which there no acceptable excuse was given or for which the excuse was given too late, after the expiration of the 2 weeks provided by the previous articles) can only be retaken after paying the fees provided in the decision of the Administrative Council and in accordance with the articles of these Regulations.



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**Art. 47.** Absences from internships and courses will be recorded weekly in the e-learning platform by the tenured professor.

**Chapter V**  
**STUDENTS’ EXAMINATION.**  
**PASSING AN ACADEMIC YEAR**

**Art. 48** In accordance with the Curricula, the examinations can be organized in the form of exams, colloquiums or tests.

**Art. 49.** The students’ knowledge is assessed by awarding **grades** (from 1 to 10) and **marks** (in accordance with the EU marking system) as follows:

<b>A</b>	<b>10</b>	Excellent
<b>B</b>	<b>9</b>	Very well
<b>C</b>	<b>7-8</b>	Well (a good result overall, but with a significant number errors)
<b>D</b>	<b>6</b>	Satisfactorily (acceptable, with significant gaps)
<b>E</b>	<b>5</b>	Sufficient (meets minimum criteria)
<b>FX</b>	<b>4</b>	Fail (considerable additional work is required)
<b>F</b>	<b>1-3</b>	Fail

**Art. 50.** The score for a subject matter is calculated, only if the grade achieved by the student is minimum 5, as follows:

$$\text{No. of points} = \text{Grade} \times \text{no. of credits allocated to the subject matter}$$

**Art. 51.** The final forms of examination are represented by: written test/oral test, practical exam and the grade given for the student's activity during the year. The grades achieved in each of the forms of examination must be minimum 5 (without rounding) in order to pass the exam. Passing an exam is conditioned by achieving minimum 5, calculated according to the examination procedure and methodology. In both the fundamental and clinical subject matters, the weight of the grades in the final grade is: 10% the grade achieved during the year; 40% the grade from the practical exam and 50% the grade from the multiple-choice test, the written/oral test.

**Art. 52.** The examinations are conducted in Romanian, English or French, respectively, in the series taught in these languages. In the clinical subject matters, the practical examination for these series is carried out in Romanian as well, in the context of the interaction with the patients.

**Art. 53.** By 1 October of each academic year, each subject matter must post the syllabus, the examination topics, the reference bibliography, the number of absences (within the limit of 30%), the knowledge scale for passing the practical examination and the means of assessment and grading.

**Art. 54.** The form of examination specific to each subject matter is approved by the Faculty Council.

**Art. 55.** For each subject matter, the examination topic is established according to the syllabus of the course and the content of the internships/practical works, respectively.

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**Art. 56.** The examination topic must be unique for each subject matter. It is proposed by the course coordinator(s) and approved by the teaching activity coordinator.

**Art. 57.** The written exams can be carried out in the form of a multiple-choice test, classical or mixed subjects (multiple-choice + classical). In the subject matters where assessment is based only on the multiple-choice test, the work procedure (PL-81) in effect is applied.

**Art. 58.** The practical exam (which involves an interactive assessment of students) is mandatorily assessed by a commission (consisting of at least two members of the academic staff), after completing the theoretical and practical training programme established by the approved Curriculum, in accordance with the specificity of the subject matter, and the grade is established based on the knowledge scale for passing the practical exam, brought to the students’ attention at the beginning of the academic year by posting it with the Department and on the e-Learning platform).

**Art. 59.** Regardless of the form of assessment used, the examination of all students in a subject matter must be uniform. The responsibility of ensuring the uniformity of the examination lies with the course coordinator and with the teaching activity coordinator.

**Art. 60.** The student can sit only one exam for only one subject matter per day, with the exception of the extraordinary session of exams (retake or change of marks). It is only possible to sit exams during the semester or at the end of a module for examinations in the form of colloquiums or checks. In exceptional cases, in the case of assessment in the form of exams, it is possible to sit for them before the examination session only with the approval of the Council Office, at the students' request and with the approval of the teaching activity coordinator.

**Art. 61.** A year of studies is passed when the student achieves at least 5 (five) in all the tests (the grade during the year, the practical test, the written test - multiple-choice/classical, or the oral test), in the compulsory and optional subjects so that the students accumulates the number of credits according to the previous articles.

**Art. 62.** Erasmus Plus students are examined under the same conditions as the Romanian students.

#### A. CONDITIONS FOR SITTING AN EXAM

**Art. 63.** Students are allowed to sit an exam only based on the lists issued by the Communications Centre, if they meet their daily attendance, financial obligations and other conditions imposed by the examination procedure. In the week before the first examination test, the Dean’s Offices check the financial status of each student based on the lists drawn up by the Accounting Service, in accordance with the procedure in effect, and have the obligation to announce all the subject matters in the case in which a student does not fulfil the conditions for sitting the exam for financial reasons.

**Art. 64.** Admission to any examination test is possible only after checking the student's identity based on a valid identity document (identity card or passport). The academic staff in the examination

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commissions is not allowed to keep the students' report cards in their possession for more than 48 hours and have the obligation to write down the grades in said report cards.

**Art. 65.** The student has the right to sit the exam in a certain subject matter only once per session, including in the subject matters organized modularly, in accordance with the work procedure in effect.

**Art. 66.** The student has the right to sit the exam at a subject matter three times throughout an academic year (two examinations are free, the third is on a fee) in accordance with the structure approved for the current academic year.

**Art. 67.** Regardless of the student’s presence or absence (for any reason) at the first 2 free sessions: session I and session III (for the subject matters from the first semester) or session II and session III (for the subject matters in the second semester or throughout an academic year), session IV (the re-examination, respectively) requires paying a fee, with the exception of students on a tuition fee in foreign currency.

**Art. 68.** The absence or expulsion from an examination at the end of the semester or module means the loss of one of the chances and the student will be recorded as "absent", which is equivalent to not passing the exam. In this regard, absence or expulsion from an examination results in the loss of a possibility to sit the exam. Failure to sit the exam due to absences has the same consequence.

**Art. 69.** In case of modular education, the exams are held at the end of each module completed, during the time allocated to the module or **in the examination sessions succeeding its development**, without affecting the activity of the following modules. It is allowed to set the exams after completing the module.

**Art. 70.** In case of modular education, the student can sit an examination only 3 times during an academic year, respecting the condition on a fee, according to the previous articles.

**Art. 71.** In the modular disciplines, the credit/retake examination will comply with the work procedure in force.

**Art. 72.** The credit examinations in the planned sessions are carried out **in accordance with the Examination Methodology from the current academic year.**

**Art. 73.** In order to retake the credits (transferable credits) from the previous years in a certain subject matter, it is possible to sit an examination only twice during an academic year (during the semesters, in November-December and March-April, respectively) and once during the extraordinary re-examination session. It is mandatory to establish the examination calendar in the periods November-December and March-April, at the proposal of the subject matters outside the weekly programme. The students have the obligation to enrol in the subject matter to sit the exam for transferable credits only with the approval of the Dean’s Office. The subject matters must compile enough examination data to allow the enrolment of students who find themselves in this

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situation. The examination data is posted at the Department, at least 2 weeks before the first date of the assessment period.

**Art. 74.** In order to sit transferable credit examinations, the student must pay an examination fee. The student cannot sit these exams without a certificate issued by the Dean’s Office.

## B. SCHEDULING EXAMS

**Art. 75.** The exams are organized only according to prior scheduling.

**Art. 76.** The exams are scheduled by common agreement between the students and the coordinating academic staff. The practical tests are scheduled with the group.

**Art. 77.** The exams are scheduled between 8.00 - 20.00 o’clock. It is not allowed to exceed 20.00 o’clock hours for examination, regardless of how it is organized.

**Art. 78.** Both during the exam sessions and for modular education, the exams are scheduled during the working days of the week as well as on Saturdays or Sundays. Credit examinations are scheduled only on days or hours without current teaching activity. In order to schedule exams on Saturdays and Sundays, a prior agreement is needed, both of the examining academic staff and of the student representatives.

**Art. 79.** The date, time and place of the examination, for the subjects that do not use the multiple-choice test, are announced by posting to the Department, at least one week before the beginning of the exam session, in case of linear education. In case of modular education, the date of the exam is set and posted **one week before the last module is completed. For colloquium or mid-term exams, which can be held outside the usual sessions, the date will be announced one week before the exam.**

**Art. 80.** The exam scheduling is communicated in writing to the Dean’s Office by the coordinators of the teaching activity and by the year leader, who must present the date of the exam at a subject matter and the signature of the academic staff. After publishing the calendar, it becomes mandatory and cannot be changed, except with the written approval of the Dean’s Office.

**Art. 81.** In the session of exams, each subject matter must offer at least two options for choosing the date of the exam, with the exception of the unique multiple-choice tests, the date of which is established by the Dean’s Office at the proposal of the subject matters. The dates of the exam will be published at the Department as well as on the University website for the unique multiple-choice test.

**Art. 82.** In exceptional cases and only if the assessment method is not a multiple-choice test, the student who, for objective reasons, cannot sit the exam as scheduled with his/her group, may request the coordinating academic staff to re-schedule the exam with another group, within the same exam session.

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**Art. 83.** During one day of examination, only the number of groups that does not negatively influence the quality of the assessment act can be scheduled, depending on the capacity of the room and the number of supervising academic staff representatives. The course coordinators, together with the teaching activity coordinators, have the obligation to establish the maximum number of groups/students that may be examined in a day.

### C. THE EXAMINATION PROCESS

**Art. 84.** The process of unique multiple-choice exams is mentioned in the PL-81 work procedure in effect.

#### Students’ obligations

**Art. 85.** Students have the obligation to attend the exam at the time and place established according to the schedule, having decent attire corresponding to the status of future graduate of "Grigore T. Popa" University of Medicine and Pharmacy of Iași. If students fail to meet these conditions, they will not be allowed at the exam and will be declared absent.

**Art. 86.** During the written exams, the students are split throughout the examination room according to the decision of the academic staff who supervise the examination. Failure to comply with the scheduling or decisions of the supervising academic staff leads to the student’s removal from the examination room and to his/her failure to pass the exam.

**Art. 87.** Students must arrive at the examination with their identity card or passport, as well as their student report card, endorsed to date by the Faculty secretariat (or with a temporary certificate from the Dean’s Office). Upon entering the exam room, students are legitimized by the examiners, based on their identity card or passport. If the student fails to meet these conditions, s/he is not accepted in the exam room and is declared absent.

**Art. 88.** The substitution of individuals at the exam constitutes a fraud and is punished by the expulsion of both the student who was substituted as well as the student who substituted him/her. The supervising academic staff and the coordinating academic staff have the obligation to report these situations to the Dean’s Office within 24 hours in order to impose sanctions.

**Art. 89.** Students must bring all the writing materials necessary in order to sit the exam. Any request or question can only be addressed aloud and with the permission of the academic staff who supervise the exam.

**Art. 90.** During the exam, communication between students is forbidden. Students who disturb the exam process (communicate with one another, have an inappropriate attitude with the academic staff and colleagues) will be excluded, based on evidence, from the exam room and a record of proceedings will be drawn up and submitted within 24 hours to the Dean’s Office, who will take action depending on the severity of the misconduct.

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**Art. 91.** During the exam, students are not allowed to have their cell phones or other electronic devices upon themselves that would allow interpersonal communication or consultation of data. Should such working phones/other communication devices be discovered upon a student, s/he will be excluded from the room, after the examination begins, and the supervisor will inform the Dean’s Office in writing in order to take appropriate measures.

**Art. 92.** Bags, coats, mobile phones and other communication devices are to be stored in the places indicated by the supervising academic staff, and not near the students.

**Art. 93.** Mobile phones must be powered off at the entrance into the examination room and must remain off throughout the examination, the students being allowed to repower them only after leaving the examination room.

**Art. 94.** At the oral exams, the student is allowed time to think and to answer, depending on the examination methodology established.

**Art. 95.** The practical tests that entail the examination of a patient will be take place in the presence of at least two members of the academic staff. The oral examination within practical tests follows the procedure of presenting a clinical case. Committee members may ask questions in order to clarify the student’s knowledge. The practical tests will be carried out in accordance with the purpose of checking the student’s knowledge and skills, but not in writing, in the form of a multiple-choice test or classical subjects.

### **Obligations of the academic staff**

**Art. 96.** At the written exams, the students must be supervised by at least 2 members of the academic staff.

**Art. 97.** The academic staff participating in the examination has the duty to legitimize students based on an identity document and even to check if the identity from the student report card corresponds to that from the identity document shown to them by the students.

**Art. 98.** The course coordinator is responsible for ensuring the conditions for examination, so that students may benefit from an academic climate throughout the examination.

**Art. 99.** The academic staff who supervises the exams must have an attitude that discourages any attempt of fraud, the course coordinator and the teaching activity coordinator being directly responsible for academic discipline and ethics.

**Art. 100.** During the examination, the academic staff must not carry out other activities.

**Art. 101.** The duration of the exam is made known to the students at the beginning of any exam/test.



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**Art. 102.** In the case of the written tests, carried out in the form of a unique multiple-choice test, the course coordinator has the obligation to post the correct answer sheet at the Department at the end of the written exam.

**Art. 103.** The final grade of the examination is written down in the students’ report cards in the exam register (with the signature of all the members of the examination committee).

**Art. 104.** The final registers are submitted to the Dean’s Office within 48 hours from the end of the examination.

**Art. 105.** The academic staff has the obligation to keep the documents, according to the Archive Nomenclature and Law 16/1996, as follows:

- a. Documents attesting the presence of students in the compulsory teaching activities and examination registers - 2 years.
- b. Papers/theses/projects/works - 2 years.

#### **D. PASSING AN EXAM**

**Art. 106.** Exam assessment must be objective and be characterized by the student’s professional performance.

**Art. 107.** When it comes to the credit exam, the student will sit both the practical test and the multiple-choice test. Students’ grades achieved for their activity during the year are recorded, provided that they are at least 5 (five). If the grade for the activity during the year is lower than 5 (five), students will only redo the activities that entail re-assessment, and not the whole academic activity. In case of failed exams/credit exam, the student can keep his/her grade achieved in the practical test, at the previous examination in the current academic year, provided that it is at least 5 (five); to keep the grade, the student will announce the course coordinator in writing, at least 3 days before the date of sitting the multiple-choice test/exam.

**Art. 108.** At the beginning of each academic year, the criteria based on which the students are admitted to the examination and the way in which the final grade is calculated, the weight allocated to each test within the final result, respectively, must be posted at the Departments of each discipline. It is mandatory for the theoretical test, the practical test as well as the activity during the year to have weight in the student’s final grade.

**Art. 109.** **The final grade for the examination that includes the unique multiple-choice test will be calculated according to the PL-81 work procedure in effect.**

**Art. 110.** Passing the exam also implies granting the number of credits provided for that respective subject matter. The number of credits allotted to a subject matter is non-divisible.

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**Art. 111.** The results of the exams are communicated to the student on the spot (at the oral exams) and are also posted on the e-Learning platform, in the register and in the student’s report card, or in maximum 2 working days after sitting the exam, in case of written exams.

**Art. 112.** The register is then submitted, only by the academic staff designated by the subject matter, to the faculty secretariat in the first 2 working days after the end of the exam session at the latest (including if they take place on the last day of the session), after sitting a module exam or an exam for transferable credits. The registrar will take over the documents only if they are filled in correctly and bear the signatures of all the members of the academic staff who were part of the examination committee.

**Art. 113.** The course coordinator is directly responsible for passing the register securely over to the Dean’s office or for posting the results by filling in the corresponding fields in the e-Learning platform, complying with the procedure established for this purpose.

**Art. 114.** Students who believe that they have been assessed incorrectly or under inadequate conditions may appeal the result of the exam.

**Art. 115.** The appeal made by a student can regard only his/her own results.

**Art. 116.** The appeals regarding the correctness of the answers, according to the scale from 1 to 10, can be submitted within maximum two hours from posting said scale at the Department, with the exception of the examinations carried out in the second half of the day, for which appeals are admitted in the time frame 8.00-10.00 o’clock the next day. The coordinator of the academic activity has the responsibility to solve the appeals, within maximum 24 hours from submission.

**Art. 117.** The students' appeals regarding the exam process, grading or final results of the assessment in a subject matter are submitted in writing to the Faculty secretariat within 24 hours from posting the results, based on evidence supporting the claims. Unsupported, anonymous or emailed appeals will not be taken into consideration.

**Art. 118.** A student can appeal the result of an oral test only if s/he demonstrates a violation of the regulations.

**Art. 119.** If it is proven, through indisputable evidence, that the exam was carried out against the rules or that the student was assessed incorrectly, the Faculty’s Council Office may annul the result of the exam and organize a new examination of said student by a commission proposed by the Faculty’s Council Office, comprising three members of the academic staff, observing the examination procedures provided for by that subject matter. The re-examination, under these conditions, does not diminish the total number of possibilities to pass the exam.

**Art. 120.** The answer to the appeal is communicated to the student in writing, to the member of the academic staff involved and to the coordinator of the academic activity within maximum 7 days from its submission.

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## E. RE-EXAMINATION TO CHANGE A MARK

**Art. 121.** Re-examinations to change marks are taken with the approval of the Faculty’s Council Office, thus:

- a. Such re-examinations can be requested only by the students who have completed their credits successfully for the current year and only for the exams of that particular academic year;
- b. Maximum 2 re-examinations can be taken in one academic year, without fee.

**Art. 122.** In order to sit such exams, students must submit a written request to the secretariat of the Dean’s Office, specifying the subject matters for which they want to be re-examined; the request can be submitted at least 3 days before the beginning of the extraordinary session.

**Art. 123.** The change of marks follows the same examination procedure; it is supported in a commission consisting of two/three members of the academic staff, a commission appointed by the coordinator of academic activity and by course coordinator and includes resuming all tests, with the exception of the assessment during the semester/year.

**Art. 124.** The re-examination to change a mark is held only in the extraordinary session, according to the structure of the academic year.

**Art. 125.** The final grade is calculated using the grades achieved in this examination session. If the final grade thus achieved is lower than the one from the previous session, the final grade will be the highest between the initial one and the one achieved at the re-examination.

## F. COMPLETING BACHELOR’S DEGREE PROGRAMS

**Art. 126.** University education is completed with the Bachelor’s Degree final examination/project, which is defended according to the provisions of the Curriculum, the law, the methodology and the PL-88 work in effect.

(1) The final examination/project for the specializations within the *Faculty of Medicine, the Faculty of Pharmacy and the Faculty of Medical Bioengineering* consists of two tests, as follows:

- a) test 1: assessment of fundamental and specialized knowledge;
- b) test 2: Bachelor’s Degree final project defense.

(2) *The final examination for the specializations within the Faculty of Dental Medicine consists of three tests, as follows:*

- a) *test 1: assessment of fundamental and specialized knowledge;*
- b) *test 2: final project presentation and defense*
- c) *test 3: practical test*

(3) The tests mentioned in pars. (1) and (2) within the final examination are carried out in the presence (at the same time and place) of the examination commission(s) specific to each test and of the examinee.

(4) Final project presentation/defense is public.

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(5) The topic and bibliography are published on the website of "Grigore T. Popa" University of Medicine and Pharmacy of Iași.

**Art. 127**

(1) In human medical-pharmaceutical higher education, the first test in the Bachelor’s Degree final examination consists of a national component and a specific component, where appropriate.

(2) The national component comes in the form of a written test from the topics and the bibliography announced by the organizing committee, which is formed by specialists designated by the University management.

**Art. 128.** The subject of the Bachelor's Degree final project must correspond to the specialization graduated and be chosen from the indicative list drawn up by the Departments, at the proposal of the academic staff/students, in accordance with the procedure in effect. The indicative list of topics for the final project must be permanently posted for each subject. The candidate's application for the chosen topic, approved by the Coordinator of the academic activity, will be submitted to the Secretary of the Dean’s Office by 15 December of the last but one year of studies.

**Art. 129. Graduates** of Bachelor’s Degree studies have the right to receive the *University Degree Diploma* in the field of study graduated, as well as the *Supplement to the diploma*, the content of which, including in English, is in accordance with European norms.

**Art. 130.** The graduates who have passed the final project receive the titles established by the law in effect upon passing the final project/final examination.

**Art. 131.** Graduates who pass the final examination are issued the University Degree Diploma within maximum 1 year from the completion of studies, or earlier, if possible from an administrative viewpoint. Until their diploma is issued, the students receive a certificate of completion of the studies.

**Art. 132.** Graduates who fail to pass the final examination receive, upon request, the *Transcript of Grades*. They can also re-sit the final examination at most twice in the first 5 years after graduation.

## G. REWARDS, LIABILITY AND SANCTIONS

**Art. 133.** For outstanding results achieved in education, scientific activity or other special merits, the student can be rewarded by:

- merit diplomas,
- annual or occasional prizes (money, objects, books).

**Art. 134.** In case of violation of university disciplinary rules, the following sanctions can be applied to the student:

- warning,
- interruption of scholarship for a period of 10-30 days,

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- temporarily or definitively withdrawing other facilities from which the student benefits (accommodation in dorms, transportation card, etc.),
- expulsion from “Grigore T. Popa” University of Medicine and Pharmacy of Iași, which applies for:
  - violating professional discipline norms - i.e. (attempted) fraud at exams,
  - seriously violating the norms of social coexistence inside or outside the university, affecting the university’s image.

**Art. 135.** The sanctions above-mentioned, with the exception of expulsion, are established by the Council Office. The expulsion sanction is proposed by the Council Office, established by the Faculty Council and implemented by the Dean’s Office.

**Art. 136.** The appeals to such sanctions are addressed, within 5 days from communicating the sanction, to the University Senate, which will confirm or revoke said sanction.

**Art. 137.** The student’s failure to comply with the demands of the subject matter during the academic activity and examination, disrespectful behaviour and lack of academic ethics or non-observance of the financial obligations provided in the learning agreement, lead to the student’s exclusion from said activity or examination. Students excluded from examinations are declared absent. The inappropriate behaviour or use of non-academic language in the relationship with the examining academic staff will be signalled in a record of findings and submitted to the Dean’s Office proposing disciplinary sanction.

**Art. 138.** Attempted fraud and examination fraud are punished according to art. 135, regardless of how it was committed: direct communication, existence of written materials, electronic communication devices, substitution of persons, etc.

**Art. 139.** The discovery upon a student of electronic devices capable of mediating the communication or consultation of data, during the examination, is considered to be attempted fraud, even if said devices have not been used.

**Art. 140.** Students caught in the act of (attempted) fraud are eliminated from the examination room on the spot. The decision to eliminate them from the examination belongs to the supervising or the coordinating academic staff who must inform the Dean’s Office in writing.

**Art. 141.** The (attempted) fraud discovered by the supervising academic staff is recorded in a record of findings. This record is drawn up on the spot by the course coordinator or by the supervising academic staff having the highest academic rank among the staff present at the time of the (attempted) fraud.

**Art. 142.** The record of findings contains: the names of the academic staff, the academic qualification, the department, the subject matter, the place and date of the examination, the student(s)’ identification data, the description of the fact. The record is signed by all the members of the academic staff present and by at least two students among those present.

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**143.** The record is submitted to the Dean’s Office within 24 hours from drawing it up or on the first working day (for examinations organized on Fridays or at weekends).

**Art. 144.** The record is discussed during the first meeting of the Faculty’s Council Office organized after submitting said record to the Dean’s Office. The Faculty’s Council Office has the obligation to hear both the academic staff who reported the (attempted) fraud and the student involved.

**Art. 145.** Students also have the right to notify the violation of this regulation by the academic staff or by other students.

**Art. 146.** If students notice (attempted) fraud during the examination, they must notify the academic staff on the spot.

**Art. 147.** The notification of the infringement of the examination regulations by the academic staff is made in writing, within 48 hours from committing said violation or on the first working day of the week (when the event occurred at the end of the week).

**Art. 148.** The notification must contain the name of the claimant(s), the academic identification data (faculty, year, series, group) and the description of the fact.

**Art. 149.** The notification is addressed to the Faculty’s Council Office and is submitted to the Dean’s Office within the term provided.

**Art. 150.** The notifications that cannot be supported or argued will not be taken into consideration.

**Art. 151.** The Faculty’s Council Office has the obligation to hear both parties involved in the notification.

**Art. 152.**

(1) The notification regarding the violation of this regulation by students is analyzed in the first meeting of the Council Office, taking place after the date of submitting said notification to the Dean’s Office, but no later than 7 days from this date, in compliance with art. 134, 135, 136;

(2) The notification regarding the violation of this regulation by members of the academic staff is solved according to the provisions of the University's Internal Regulations.

## Chapter VI TRANSFERRABLE CREDITS

**Art. 153.** The *credit* is the conventional unit of measurement for the students’ workload. The quantification by credits takes into account all forms of activity: course, practical work/internships/seminars, projects, individual study. The credits are allocated into packages compact to the disciplines, depending on their relative importance (as the workload imposed upon the student) within a semester.

**a.** The student receives the credit package allotted if s/he passed the subject matter studied.



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b. The procedural **rules** for applying the credit system are provided in PL 87.

**Art. 154.** According to the ECTS transferable credit system, 60 credit units are allocated for one academic year, distributed into two semesters. The number of credits assigned to each compulsory subject matter depends on the volume of activity necessary in order to study and pass that subject matter, but cannot exceed 15 credits.

**Art. 155.** Students may enrol in a higher academic year only if they achieve at least 45 credits out of the total of 60 credits allocated per academic year. A maximum of 15 retake credits from the last 2 consecutive years prior to the year in which the application is made can be transferred in a higher year.

**Art. 156.** The Curriculum includes compulsory, optional and elective subject matters. Once an optional subject matter is chosen, it becomes mandatory, being assigned a corresponding number of credits according to the Curriculum.

## CHAPTER VII ADDITIONAL YEAR. CONTINUING EDUCATION

**Art. 157.** Students who did not achieve a minimum of the credit units necessary in order to pass an academic year may continue their studies during an additional complementary year. In this additional year, students must pay a tuition fee according to the Decision of the Administrative Council on the fees related to the current academic year.

**Art. 158.** In the additional year, the student's academic obligations are limited to the subject matter(s) s/he has previously failed. Attendance to the practical works of the subject matter(s) failed is **mandatory** in the additional year. The subject matters passed (at least 5 in each examination/test) are recognized by the Dean’s Office. The partial equivalence of the written, oral, practical examinations is not allowed in the subject matters failed.

**Art. 159.** If the academic activity in the failed subject matter is organized modularly in the additional year, the student may choose his/her study period, with the approval of the Department and the Faculty management, prior to the beginning of the academic year.

**Art. 160. In exceptional situations,** students who fail, in one academic year, to achieve the number of credits necessary in order to pass in the following academic year and were absent for medical reasons (certified by the University’s Medical Commission) for a period longer than 60 calendar days, of which at least consecutive 20 days of hospitalization, in the period October - July, may be re-enrolled in the same year of studies (with tuition fee/no tuition fee depending on the budgeted/non-budgeted status obtained in the previous academic year), thus prolonging their schooling period for that respective year of studies. In the following academic year, the places reserved for students who have extended their education will be reduced out of the total number of budget places.

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**Art. 161.** The medical extension of the student’s education can be granted maximum twice throughout his/her studies. The second extension is fee-based. In these conditions, the extension of education can be approved for two consecutive years, the first year without a fee (if at the time of the extension the student had a budget status) and the second with a fee.

**Art. 162.** The request for the extension of education for medical reasons is submitted to the secretariat of the Faculty within 10 days from the end of the period of medical exemption specified in the medical certificate. The approval is granted by the Faculty’s Council Office and by the Administrative Council.

### Chapter VIII

## INTERRUPTION OF STUDIES. WITHDRAWAL FROM STUDIES. SUSPENSION OF THE STUDENT CAPACITY. TERMINATION OF THE STUDENT CAPACITY

### INTERRUPTION OF STUDIES

**Art. 163. a.** The interruption of studies, upon (a well argued) request, is possible and allows the student to resume the year of studies interrupted in the following academic year only on fee-based places, at the proposal of the Faculty’s Council Office, with the approval of the Administrative Council/ Senate, as follows:

- 1 - 2 years, at the proposal of the Faculty’s Council Office, with the approval of the A.C;
- 3 years, at the proposal of the Faculty’s Council Office, with the approval of A.C and the Senate;
- over 3 years, it is possible to resume studies only by passing another admission examination.

**b.** Students on budget/tuition fee places who interrupt the 1<sup>st</sup> year of studies may keep their budget/tuition fee place only for the following academic year and only once throughout the cycle of studies, at the proposal of the Faculty’s Council Office and with the approval of the A.C.

The budget/tuition fee places which are left vacant are filled by the candidates coming next in the line of admitted candidates who study on the budget/tuition fee places. In the following academic year, the places reserved for students who have postponed the year of studies will be reduced out of the total number of budget/tuition fee places.

**c.** The requests for the interruption of the 1<sup>st</sup> year under the conditions of para. (b) must be submitted to the secretariat of the faculty before the beginning of the academic year.

**Art. 164.** In order to benefit from the interruption of studies, the students paying tuition fee must pay said fee until the date the request is approved by the Administrative Board. This provision is also valid for foreign citizens who study on a tuition fee in foreign currency.

**Art. 165.** Students who interrupt their studies before the expiration of the term for which they paid tuition fee will be refunded the fee for the period after the approval of the interruption.

**Art. 166.** Students who have interrupted their studies have the obligation, upon resuming them, to take up any teaching activities resulting from the modification (in the meantime) of the Curricula (by

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studying new subject matters and sitting the equivalence examinations, under the transferred credits regime).

**Art. 167.** Students who request the interruption of the studies can no longer benefit from the capacity of student (coupons, scholarships, student certificates, etc.) once the request for interruption is approved.

### WITHDRAWAL FROM STUDIES

**Art. 168.** Students who request the withdrawal from studies have the obligation to pay the tuition fee up to the date of receiving the approval of A.C. (if they are on tuition fee places). The personal file documents are issued only after presenting the complete clearance form to the Dean’s Office.

**Art. 169.** Students who benefit from the interruption of studies, transfer or withdrawal from studies must submit their student report card and travel card, where appropriate, to the Dean’s Office

**Art. 170.** The files of students who withdraw from studies are kept in the archive with the files of the class/year in which they were registered. Withdrawing an archived file is possible upon request.

### SUSPENSION OF THE STUDENT CAPACITY

**Art. 171.** In the case of students admitted to studies on tuition fee places, the failure to pay said tuition fees in accordance with the deadlines mentioned in the learning agreement leads to the suspension of the student capacity, until the outstanding fees are paid. Should students fail to do so, they will not be allowed to sit the exams.

### TERMINATION OF THE STUDENT CAPACITY

**Art. 172.** The student status terminates in the following cases:

- a. failure to enrol in the academic year within the term established by regulations;
- b. exceeding the limit of 15 credits from previous years and failure to enrol in the additional complementary year.

The student status terminates at the proposal of the Faculties’ Council Office, approved by the University’s Administrative Council and communicated to all departments concerned (Student Facilities Services, Accounting Service, Secretariat, Central University Library, etc.). The Dean’s Offices must communicate this decision, in writing, to the students who are in this situation.

The termination of the student capacity entails expulsion. Resumption of studies is possible only by passing another admission examination.

**Art. 173.** In case of students who are repeating the year, the limitation of the period of completing Bachelor’s Degree studies is as follows:

- Medicine / Dental Medicine - maximum *12 years from registration*
- Pharmacy - maximum *10 years from registration*

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- Registered General Medical Nursing/Bioengineering - maximum 8 years from registration
- Nutrition and Dietetics/Dental Technique/BFKT - maximum 6 years from registration.

## Chapter IX. STUDENT MOBILITIES

### A. ERASMUS+ STUDENT STATUS

**Art. 174.** Any student of UMF Iași and any foreign students within partner universities in the Erasmus + Program can become an Erasmus + student, according to the specific methodology.

**Art. 175.** Erasmus + students from European universities partners with UMF Iași are temporarily enrolled (one semester or one year) at the faculty where they wish to study, based on the following documents:

- Application for enrolment;
- Learning Agreement signed by Erasmus + and ECTS coordinators from the faculty of origin and from the faculty where they are temporarily enrolled.

**Art. 176.** The faculty that temporarily enrolls Erasmus + students provides them with all the necessary conditions for attending courses, seminars, practical works, clinical internships and the study conditions that the other students of the faculty have.

**Art. 177.** At the end of the study period, the faculty that has temporarily enrolled Erasmus + students from partner universities issues to each of them: the transcript of grades, including all the grades and credits achieved by the students with the signature of the Dean and of the Chief Registrar, as well as the period related to their Erasmus mobility;

Upon request, the student may request from the Erasmus + office a document mentioning the period of mobility.

**Art. 178.** Any student of UMF Iași may become an Erasmus + student if:

- s/he is enrolled as a student of the university (Romanian or foreign citizen); foreign students must have their mobility in a country other than their country of residence.
- there is a bilateral agreement between the university and the partner university which provides a number of mobilities for the full-time students, Master’s, or Doctoral students in that respective academic year;
- s/he has good academic results in the previous academic year (minimum average grade - 8) and has achieved all the necessary credits;
- s/he has sufficient knowledge of the language in which the courses are taught at the partner university - certified B1/B2 level (according to the agreement);

A student may benefit from study mobility and practical training at each level of studies (Bachelor's, Master's, Doctoral), totaling a maximum of 12 months of internship (study + practical training) per level.

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For placements, students must be enrolled in a higher form of education with studies that lead to a university degree or other type of certification at tertiary level (including the Doctoral level). For a placement that is part of the Curriculum, the sending institution must grant academic recognition for the period spent in another country by awarding transferable credits (ECTS) or an equivalent system. The recognition will be based on the learning agreement signed by all parties before the beginning of the mobility; in the particular case in which the placement is not part of the student's Curriculum, the sending organization will provide recognition at least by registering this period in the supplement to the diploma or, in the case of the graduates, in a placement certificate.

**Art. 179.** The rights and responsibilities of the students of “Grigore T. Popa” University of Medicine and Pharmacy of Iași who are away on mobility within Erasmus + Program are:

- The period of studies at the partner university ranges between a minimum of three months and a maximum of one academic year;
- The period of mobility is fully included in the Curriculum of the hosting university;
- *Mobile* students benefit from full academic recognition; the period of studies at the partner university (courses, exams, assessment of results) will be recognized upon the students’ return based on the ECTS system - the European Credit Transfer system;
- The student, together with the partner institution, will convene upon the Curriculum before the student leaves abroad by drawing up a learning agreement;
- The host university will provide to the student and to "Grigore T. Popa" University of Medicine and Pharmacy of Iași a certificate confirming the period of mobility and the academic record; the student’s failure to complete the period of studies agreed upon entails the reimbursement of the grant received, in full or in part, depending on the number of months studied, with the exception of cases of force majeure and of duly justified grounds, according to the financial agreement;
- The student does not pay any tuition fees at the partner university;
- The student who receives a national scholarship/grant will continue to receive it in full during the period of studies abroad as well;
- The academic process at the partner university is carried out in the language of that respective university; the student must thus prove a good command of the language of study (written, oral) certified at least at B1/B2 levels, according to the learning agreement signed with said university;
- Students who were admitted within the Erasmus + program and have up to two exams to retake after completing the mobility can sit said exams in the last session of the same academic year or in the following academic year;
- Students who were admitted within the Erasmus + program and have more than two exams to retake after completing the mobility can sit said exams in the sessions of the following academic year;
- Students beneficiaries of the Erasmus + program will resume their studies in the following academic year, retaining the status (budget/tuition fee) they had before their Erasmus + mobility.



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**Art. 180.** Incoming Erasmus students are assessed under the same conditions as the other students at the university. The examination results are written down in special registers for each subject matter. These registers are put on each student's record. Based on these registers, the faculty sends a letter to the Rector’s Office (Erasmus + Office) signed by the chief registrar and by the Dean, specifying:

- the name of the subject matters in which the student sat the exam;
- the grades achieved in the assessment;
- the ECTS grades;
- the number of credits allocated to the subject matters in the Curriculum.

**Art. 181.** The recognition of the study or placement periods carried out within the Erasmus mobilities are in accordance with Order no. 3223/2012

**Art. 182.**

(1) The universities participating in the European Union’s Erasmus Program, signatories of the Erasmus University Charter, elaborate and approve, through the University Senate, within a period of 3 months from the implementation of this methodology, regulations providing specific procedures for the recognition of the study and/or placement periods carried out by the students within this program.

(2) The regulations are drawn up in accordance with the ECTS Users’ Guide of the European Commission and are updated as they are amended or supplemented.

**Art. 183.**

The regulations must contain clear provisions regarding the following principles:

1. the *in integrum* and automatic recognition of the Erasmus study or placement period and of the total number of transferable credits accumulated by the student during his/her internship by the leadership of the faculty where the student is enrolled;
2. the recognition of the credits certified in the academic transcript of grades as being achieved by the student at the institution(s) visited;
3. the equivalence for the periods of Erasmus study or placement, following the recognition (mentioned in section 1) of the marks/grades achieved in the subject matters covered during the internship, through clear, transparent and focused conversion rules based on skills, not on the names of the subject matters, based on the correspondence between the grading systems of the two countries, according to Decision no. 437/19.05.2017.

**Art. 184.**

The learning/professional training agreement related to the Erasmus mobility is the basis for recognizing the internship period.

**Art. 185.**

The rights earned as a student at the home university, i.e. study grants, scholarships, social scholarships, excellence scholarships, other rights or facilities cannot be withdrawn during the Erasmus internship period or because of the student’s participation in the Erasmus Program.



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**Art. 186.**

(1) The equivalence mentioned in art. 2 point 3 does not prejudice the student’s position in the ranking of the home faculty for the academic year following the one in which the student attended the Erasmus internship.

(2) Based on a specific, non-discriminatory reclassification procedure, the Erasmus student has the right to sit the potentially failed exams as a result of his/her participation in the Erasmus Program in the following academic year. The average grade for the subject matters in which the Erasmus student was able to sit exams at the home university is the one that will be taken into account when establishing the ranking.

(3) The procedure mentioned in para. (2) is elaborated at the level of the faculty, as part of the regulations mentioned in art. 1 and is approved by the University Senate.

**Art. 187.**

(1) Exams in the subject matters that are not the object of the learning/professional training agreement related to the Erasmus mobility, as well as the exams failed during the Erasmus internship are taken at the home university, during the exam sessions approved at the level of the University.

(2) Special exam sessions may be organized if students are in a situation of not being able to attend the exam sessions approved at by the University, as a consequence of participating in the Erasmus internship.

**Art. 188**

The National Agency for Community Programs in the Field of Education and Vocational Training checks the existence and implementation of the regulations mentioned in art. 1, as part of the control of the compliance with the provisions of the Erasmus University Charter.

**B. OTHER TYPES OF MOBILITIES**

**Art. 189.**

Incoming/outgoing students may benefit from mobilities at other universities in Romania or abroad through short-term (internship, placement, summer school, etc.) or long-term (maximum 1 semester) mobility programs.

These programs can be organized based on an academic collaboration agreement between Universities/Faculties or as a result of a selection process initiated by the hosting institution. These mobilities are addressed to students with good academic results.

At the end of the program, the students will present a certificate of participation/academic record in order to have their activity recognized. These mobilities are not financed by the university.

**Chapter X.**

**ACADEMIC MOBILITY (TRANSFERS). EQUIVALENCE OF STUDIES**

**Art. 190.** Academic mobilities (transfers) are not accepted during the academic year.

**Art. 191.** The recognition and equivalence of the studies taken up within "*Grigore T. Popa*" University of Medicine and Pharmacy of Iași or in other medical education institutions by students who request enrolment in an academic year other than the 1<sup>st</sup> is made according to

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**PL-87.**

**Art. 192.** Students who interrupted their studies must take up potential academic activities resulting from the modification of the Curricula (studying the new subject matters and sitting the equivalence exams, based on transferred credits) upon resuming their studies.

**Art. 193.** The recognition and equivalence of studies of Erasmus Plus students who have taken up student mobilities for studies and placements is done according to the PL-87 Work Procedure.

**6. FINAL PROVISIONS**

**Art. 194.** *These regulations enter into force as of 01 October 2020 and will be posted on the website of the University.*

**Art. 195.** *From the moment these regulations enter into force, all the provisions of previous regulations, which could contravene these regulations, shall be revoked.*

**Approved by Senate Decision no. 21 as of 3 December 2019**