



„VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA

**ORGANIZATIONAL AND OPERATIONAL
RULES AND REGULATIONS GOVERNING THE EDUCATIONAL ACTIVITIES FOR UNDERGRADUATE
STUDIES**

Academic Year: 2020-2021

	Dated	Signature
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CHAP. 1. GENERAL PROVISIONS

Art. 1

Organising and carrying out the educational and professional activity related to the proper operation of the Bachelor's Degree Programmes at „Victor Babeș” University of Medicine and Pharmacy of Timisoara are governed by the provisions set forth by the national laws in force on the higher education system, as follows:

1. Law no. 1/2011 on the Romanian national education, as subsequently amended and completed;
2. Law no. 288/2004 on organizing the academic studies, as subsequently amended and completed;
3. Government Decision no. 404/March 29th 2006 on organizing and providing the master's degree courses;
4. Law no. 224 dated July 11th 2005, amending art. 5 of the Government Emergency Ordinance no. 133/2000 on the tuition-based undergraduate and postgraduate education, over the state-budgeted places;
5. Emergency Ordinance no. 75/July 12th 2005 on providing the highest quality standards in terms of education, as subsequently amended;
6. Order no. 3617/2005 of the Minister of Education on the generalized implementation of the European Credit Transfer System;
7. MECTS (Ministry of Education, Culture, Youth and Sports) Order no. 3666/2012 on the approval of the Code of Students Rights and Duties;
8. Charter of „Victor Babeș” University of Medicine and Pharmacy of Timișoara;
9. Internal rules, regulations and resolutions which are relevant to this activity.

Art. 2

(1) This regulation which concerns the bachelor's degree studies, is drawn up in compliance with the national laws in force and it is based on the following principles, as set forth by art. 202, indent. (1) of the Romanian Law of National Education (NEL) no. 1/2011:

- a) non-discrimination principle;
- b) the right enjoy assistance and free of charge additional services provided in the state higher education system;
- c) principle of participation in the decision making processes;
- d) principle of freedom of expression;
- e) principle of transparency and access to information.

(2) This regulation is subject to: yearly revisions, proper amendments in compliance with the new legal provisions and endorsement by the University Senate **within no more than three (3) months prior to the commencement of the academic year, according to the NEL (National Education Law) no. 1/2011, art. 136, indent (2).**

Art. 3

„Victor Babeș” University of Medicine and Pharmacy of Timisoara, hereinafter referred to as the UMFVBT, is an higher education institution focused on instruction and scientific research and therefore, the Romanian Agency for Quality Assurance for the Higher Education System (ARACIS) awarded, in 2014, the “High Confidence Degree”, following the formal and institutional evaluation. At the same time, the UMFVBT's curricular structure includes a series of academic study programs whose temporary operations are accredited / authorized by ARACIS; consequently, UMFVBT is entitled to organize admission exams for the undergraduate (Bachelor's degree) programs in the field of Healthcare sector.

Art. 4

(1) At UMFVBT, the academic studies are organized according to a three-cycle structure:

- Cycle I – Bachelor's degree studies;
- Cycle II – Master's degree studies, with length of instruction of 1-2 study years (from 60 and 120 ECTS);
- Cycle III - Doctoral studies - with length of instruction of 4 study years (240 ECTS) - art. 174 of NEL.

(2) The bachelor's degree studies represent the first undergraduate study cycle, being structured on various programs of studies.

(3) The capacity held by the participants in these programs is that of students and it is maintained over the entire period of time which includes their attendance of that particular program, from the date of their enrollment until the



successful completion / graduation of that program or their expulsion, except for the periods during which the studies are suspended.

(4) The Bachelor's degree studies may be attended by secondary high school graduates who are the holders of valid Baccalaureate Diplomas or any other equivalent documents, duly recognized in Romania.

(5) The Bachelor's Degree area / field and the study program shall be mentioned on the Bachelor's Degree Diploma.

(6) The Bachelor's Degree programs are organized as fulltime programs, and the academic instruction involves the stated-funded and tuition-based available places.

(7) The length of instruction of the Bachelor's Degree studies is:

- 3 academic years (minimum 180 ECTS);
- 4 academic years (minimum 240 ECTS);
- 5 academic years (minimum 300 ECTS);
- 6 academic years (minimum 360 ECTS).

(8) The admission/entrance examination for the 1st academic year is organized for each and every faculty and study program. Via the admission examination all budget-funded places, as well as the tuition-based places are occupied. The structure of the study units is done alphabetically and no distinction is done between the two categories of students, namely the tuition-based students and the students occupying the state-funded places.

(9) The Bachelor's Degree graduates have access to master's degree studies and doctoral degree programs in order to continue their professional training and instruction.

CHAP. 2. ORGANIZATION AND CARRYING ON THE EDUCATIONAL ACTIVITY

Art. 5

(1) The academic year is organized in compliance with the curricular structure determined by the University Senate on a yearly basis, on various the academic study cycles.

(2) For the Bachelor's degree programs where English/French is the language of instruction, the courses are integrally taught in that particular foreign language (English/French), except for the clinical traineeships which are to be provided in Romanian.

(3) By the end of the second year of studies, all students enrolled in the university study programs organized in a foreign language must have passed the Romanian language exam, as the continuation of studies is conditioned by this test, particularly because, as of the beginning of the clinical cycle, the students need to communicate with patients in Romanian.

(4) Both the written and the practical tests of the bachelor's degree exam shall be conducted in Romanian. The preparation and defence of the bachelor's thesis may be done in Romanian / English / French.

Art. 6

The planning, organization and carrying on of the teaching process are in compliance with the academic self-government, in strict compliance with and according to the provisions of the National Education Law no. 1/2011.

Art. 7

(1) The curricula objectives aim at a competitive high-performance education and therefore, they are structured on study cycles including core disciplines, field-focused subjects, specialism subjects, complementary subjects and/or optional and elective subjects.

(2) Each faculty, depending on its curricular particularities, determines its own study cycles and informs the students, via the university website, on the curriculum for that particular academic year as well as on the exam passing criteria for each study year and study cycle, by displaying all this information at the notice board or on the university site. All this information is disclosed to the students at the enrolment time.

Art. 8

(1) The curricula shall be in compliance with the national and European standards and shall assure the proper acquisition of the core knowledge for the approached study field in order to provide a student focused educational system.

(2) The curricula include compulsory, optional and elective subjects:

- The compulsory subjects provide the proper acquisition of basic knowledge by students,



knowledge which is required for that particular study field.

- The optional subjects allow different important higher specialization lines of study, in compliance with the specialization targeted by the student.
- The elective subjects approach both the basic knowledge field and the complementary field, thus widening the students horizon of knowledge.
- The number of the optional and elective subjects is approved, on an annual basis, by the Faculty Board via the relevant curricula.

Art. 9

(1) All the faculties shall compulsorily apply the European Credit Transfer System (ECTS - European Credit Transfer System) intra- and inter university (internal, external). According to this system, the students mobility as well as their professional education flexibility are assured.

(2) The University has adopted and implemented a system of equivalence, validation and recognition of the credits gained in its own faculties or in other universities accredited, either from the country or abroad, which shows compatibility as regards to the curricula and the relevant syllabi.

Art. 10

In order to assure the ECTS implementation and survey, the credits awarding system is under the control of a coordinator at the University level (teaching Pro - rector).

Art. 11

(1) The course syllabi are drawn up by the tenured professors / course coordinators, being also endorsed by the department board and approved by the Faculty management, depending on the particularities of the faculties and their specializations. For the curricula carried on at the same time in other languages of instruction, different of Romanian, the subject syllabus shall include the same curriculum, regardless of the language of instruction. The tenured professor/course coordinators for each course of study where the language of instruction is English or French are bound to harmonize the curricula so that the students of the same course of study and from the same study year, regardless of the language of instruction, be able to go through the same curriculum for the said subject, irrespective of the language in which he / she is studying.

(2) The curricula and subjects syllabus shall be displayed for the study subjects that is on the university site, www.umft.ro, prior to the commencement of the academic year.

(3) By the end of each cycle, the students must have gained the total number of credits required by that respective cycle curricula.

(4) For the subjects for which there are two or more teaching groups within the same study program, the examination methodology shall be the same, and the tenured professors/course coordinators shall prepare together the questions for the written examination and the evaluation scales for the practical tests, these also being identical for all groups attending the same session. Within the same group, the reference literature recommended by the course coordinator and made available to the students shall be unique, regardless of the number of the course coordinators available for that study program.

(5) The unique course material shall be prepared, by mutual agreement, by all course coordinators who shall work together to that effect.

Art. 12

Students are guaranteed the right to freely choose their courses and specializations, as well as their optional and elective courses, in compliance with the legal provisions in force and the applicable curricula.

Art. 13

The department manager is responsible for the curricula.



CHAP. 3. STUDENTS' RIGHTS AND DUTIES

Art. 14

(1) Students are partners of the universities/high education institutions and members of the, University community, enjoying rights, duties and obligations, in compliance with the principles specified by art. 118 of the Law no. 1/2011, as subsequently amended.

(2) All students rights, freedoms and obligations are contemplated by the **Student Rights and Obligations Code** (art. 202, indent.3 of the Law no. 1/2011, as subsequently amended) approved by the University Senate, in compliance with the MECTS (Ministry of Education, Culture, Youth and Sports) Order no. 3666/2012.

Art. 15

(1) The student enjoys the following rights in compliance with the principles provided in the Law no. 1/2011, as subsequently amended:

- a) the right to a high-quality education ;
 - b) the right to access internal and external mobility programs, with the recognition of the credits gained in such a way, according to the law;
 - c) the right to transfer from an university to another or within the same university, from one faculty to another, to various courses of study with the same number of ECTS credits, in compliance with the legal provisions in force and with the universities charters;
 - d) the right to enjoy personal data protection, according to the laws in force;
 - e) the right to take part to the evaluation of the teaching staff performance, in compliance with the provisions of art. 303 indent (2) of the Law no. 1/2011, as subsequently amended. The evaluations are mandatorily and the results shall be deemed to be public information.
 - f) the right to have access to regulations, resolutions, decisions, minutes and other documents of the high education institution where the student studies, under the provisions of the laws in force;
2. The way of identification, organization and evaluation of the specialization internship represents a compulsory criterion of the study programs quality evaluation.

Art. 16

(1) Students are represented in the consultative, decision and executive structures within the universities, in compliance with the provisions of the Law no. 1/2011, as subsequently amended and the Universities Charters.

(2) Students are involved in the decision-making process within the University, based on the following rights:

- a) the right to elect and to be elected in the University management structures, in compliance with the Law no. 1/2011, as subsequently amended;
- b) the right to be represented in the University Senate and in the Faculty Council, in a proportion of minimum 25%, under the requirements of the Law no.1/2011, as subsequently amended and the universities Charters;
- c) the right to be represented in the University structures which manage the social services, including accommodation commissions, scholarships allocation, themed camps allocation;
- d) the right to take part to the procedures regarding the ways to designate the Rector through representatives, as well as in the rector designation process, regardless the designation way, acc. to art. 209 indent (2) of the Law no.1/2011, as subsequently amended;
- e) the right to be informed and consulted by the students representatives as regards the decisions voted in the management structures of the high education institution of which they are part.

Art. 17

Students enjoy of gratuitousness for:

- a) Bachelor's Degree studies, master's degree studies and doctoral studies within the limit of the available budgeted places and in compliance with the regulations of the Law no.1/2011, as subsequently amended, for the Romanian citizens, the European Union member states citizens, citizens from the states pertaining to European Economic Space and of the Swiss Confederation - acc. to art. 142 indent (4), Romanian ethnics from everywhere acc. to art. 205, indent (4), as well as for the cases provided at art. 205 indent (5) and;
- b) issuance of the study documents and of other papers certifying the student statute (including the school status/transcript of records, Bachelor's Degree, Engineer Degree, Urbanist Degree, Master



Degree and PhD Degree, degrees' supplements, certificates, student cards and student ID, including those for access to the library);

c) access to museums, concerts, theater shows, opera, pictures, to other cultural and sports events organized on Romania territory in case of the Romanian ethnics outside of Romania borders, acc. to art. 205, indent (4), of the Law no.1/2011, as subsequently amended.

Art. 18

Students enjoy the following discounts and/or price reductions:

a) at least 50% for the local common aerial and underground transport, as well as for the road, railway and naval transport, acc. to art. 205, indent (2) and (2[^]1) of the Law no. 1/2011, as subsequently amended;

b) 75% for the access to museums, concerts, theater shows, opera, pictures, to other cultural and sports events organized by public institutions, acc. to art. 205, indent (3), of the Law no.1/2011, as subsequently amended.

Art. 19

Students are encouraged to take part in volunteering actions, for which they may receive supplementary ECTS credits, under the terms determined by the University Charter, acc. to art. 203, indent (9), of the Law no. 1/2011, as subsequently amended.

Art. 20

Students enjoy the following **rights**:

a) free of charge medical healthcare services, acc. to art. 205, indent (1), of the Law no.1/2011, as subsequently amended;

b) accommodation, except for the case where the student studies in his/her residence city, under the legal provisions, in compliance with the Accommodation Regulations;

c) accommodation subsidies, acc. to art. 205, indent (15), of the Law no.1/2011, as subsequently amended;

d) access to the University areas in order to organize projects for students or to conduct internal activities, outside the course hours and other default/pre-established activities, in compliance with the provisions of the University Charter;

e) the right to notify potential abuses and irregularities and to require that these grievances be properly checked and investigated by specialized legal bodies provided by the laws in force, as well as the right to benefit from protection from the competent authorities, acc. to the Law no. 571/2004, on the protection of the staff from of public authorities, public institutions and other organizations which report violations of the law;

f) the right to have registered all the applications written or sent to the e-mail official addresses of the University and to receive written reply, or through electronic means to the said applications, under the requirements provided by the law and by the University regulations;

Art. 21

(1) Students are entitled to know the mechanisms through which the tuition fees are established, as well as other fees charged by the University, in compliance with the University Charter and the provisions of the Regulations on the tuition fees and other academic fees.

(2) Students are entitled to be informed about the number, type and amount of each and every fee and tuition fee charged by the University.

Art. 22

(1) Students may benefit from scholarships, in compliance with the Scholarships Granting Regulation.

(2) Students may benefit from loans through the Agency for Credits and Scholarships for Students, in compliance with art. 204 of the Law no.1/2011, as subsequently amended.

Art. 23

Students have the following duties and obligations:

a) to discharge all their tasks in compliance with the curricula and subjects' syllabi;

b) to observe the university Charter, regulations and decisions;

c) to take part in the meetings of the management structures within "Victor Babeș" University of Medicine and Pharmacy, as elected representatives of students;

d) to observe the quality standards imposed by the University;



- e) to observe all third party's copyrights and to recognize the authorship of all information and data presented in the papers duly submitted;
- f) to observe the provisions of the University ethic and deontological code as well as the provisions of the student's rights and obligations code, as applied to the UMFVBT;
- g) to draw up and present evaluation works at level of subject and original graduation thesis/projects;
- h) to notify the competent authorities about any irregularities occurred in the education process and the activities related to such process;
- i) to take part to academic activities, without being under the influence of alcohol or other forbidden substances;
- j) to refrain from using and displaying a language and a behaviour which is improper for the academic environment;
- k) to properly use, in compliance with the established purposes, all the facilities and subsidies he/she benefits from;
- l) to observe the rules regarding the cleanliness, silence and order within the university area;
- m) to maintain the integrity and good operation of the material base made available by the higher education centers;
- n) to cover the costs of any possible damages caused to the material base made available by the higher education centers;
- o) to inform the competent authorities in relation to the existence of any circumstances which might influence the proper performance of the individual and general academic activities;
- p) to observe and address appropriately, as well as to have a proper behavior in the academic community towards: the academic staff, the auxiliary teaching staff, the other students;
- q) to have a decent outfit for the academic community, including without limitation the outfit worn when taking exams; to refrain from using any type of electronic devices during tests;
- r) to show respect towards the academic and teaching activity, by:
 - i. coming on time to all didactic activities provided in the schedule; 15 minutes later after the beginning of the courses the access to the course / practical course/ traineeship/ seminar rooms shall no longer be allowed;
 - ii. to refrain from using the mobile phones and multimedia devices during course/ practical course/ seminar hours, without the consent of the tenured professor;
 - iii. decent interventions during the course hour, related to the information received / requested, without degenerating into contradictory personal discussions. Students who disturb the course hour(s) may be invited to leave the course room and be marked as absent.
- s) to fulfill their own financial commitments imposed by UMFVBT, under the terms and conditions set forth by the learning agreement and the academic regulations.

CHAP. 4. TEACHING STAFF RIGHTS, DUTIES AND OBLIGATIONS

Art. 24

Besides the rights and obligations resulting from the labour laws in force, the teaching staff from UMFVBT enjoys a series of professional and administrative rights and obligations, in compliance with the University Charter, in-law regulation and individual labour contract.

Art. 25

The teaching staff **rights** are as follows:

- (a) to continuously develop and improve their professional level;
- (b) to use the material base and resources of UMFVBT for their professional tasks performance;
- (c) to freely choose the scientific research topics in their competence area, in compliance with the academic freedom principle, observing at the same time the ethic, deontological and legal provisions and standards;
- (d) to publish, communicate and discuss the research results, both within UMFVBT, as well as outside the academic premises, observing the clauses stipulated in the research agreements/contracts regarding the intellectual property right and also the affiliation declaration to UMFVBT;
- (e) to hierarchically be promoted, in compliance with the legal provisions and national minimal standards and also University standards established by the Senate;
- (f) to actively take part to the educational, scientific and decision making process;
- (g) to take part to the management of the UMFVBT organizational structures;
- (h) to elect and be elected in leading positions without any discrimination, excepting the cases where the law provides special eligibility criteria;



- (i) to appeal any decision, following the hierarchical way, as well as to the courts;
- (j) to freely express their opinion in the university environment in compliance with the academic freedom in the teaching and in the research processes, in compliance with the academic quality criteria;
- (k) to be part of associations and trade unions, professional, cultural, national and international unions, as well as political organizations legally established, in compliance with the law provisions;
- (l) to benefit, under the law requirements, of salary increases and other material benefits for the supplementary supplied activities;
- (m) to benefit of qualified and high performance medical and pharmaceutical assistance, free of cost and collegial supplied by the University experts;
- (n) to have guaranteed the intellectual and industrial property rights in compliance with the laws in force and provisions of the Professional Deontology and Ethics Code.
- (o) the right to publish studies, articles in the University magazines and to edit work papers related to the teaching process at the University Publishing House;
- (p) the right to run/compete for getting national and international grants;
- (q) the right to have the teaching position reserved, under the legal provisions in force;
- (r) the right to participate in contests for getting the merit rating;
- (s) the right to vacation, under the legal provisions in force;
- (t) the right to unpaid leave, under the legal provisions in force;
- (u) the right not to be disturbed during their teaching activity by any university or public authority, excepting the emergency circumstances; the teaching evaluation process is not considered to be disturbing.

Art. 26

- (1) Audio and/or video recording of the teaching activity shall be done exclusively based on the written agreement of the leading person and without breaching the intellectual property rights.
- (2) Copying or otherwise multiplication of the teaching activity records by students or by other persons is allowed exclusively based on the written agreement of that respective teaching staff.

Art. 27

To All members of the university community enjoy the freedom of thinking, conscience, expressing, association and moving and are entitled to exercise their powers without any discrimination.

Art. 28

Teaching staff duties and obligations are as follows:

- (a) to integrally and an optimum level fulfill and discharge their professional obligations as defined by the position ledgers and the afferent job descriptions
- (b) to properly and fairly manage the time assigned for the course / practical course / seminar he / she is coordinating.
- (c) to observe the provisions of the University Charter and of their own compliance with the University Charter;
- (d) to fulfill the professional tasks received on the hierarchical way;
- (e) to take part to the meetings / general assemblies of the departments/faculties/university, all these representing work duties;
- (f) to observe, in any circumstances, the professional ethics and deontology;
- (g) to mention their affiliation to UMFVBT in case of professional and scientific achievements presented in Romania and abroad;
- (h) to support the University programs;
- (i) to take part to the research programs/projects developed for and by the subjects/ departments to which they are part of;
- (j) to observe the confidentiality policies regarding the activity, talks or decisions of different management structures or commissions to which they are part of;
- (k) to conduct regular self-evaluation, in compliance with the academic internal methodology and under the legal provisions in force;
- (l) to have the regular check-up performed, under the legal provisions in force;
- (m) to participate in the organization and conduct of admission examinations, bachelor's degree examinations, residency or simulations thereof, when required.



CHAP. 5. ADMISSION TO THE STUDY PROGRAMS. STUDENTS ENROLMENT AND REGISTRATION. THE STUDENT STATUS. STUDENT DOCUMENTS

1.1 Admission

Art. 29

Based on the university autonomy and undertaking the public responsibility, Universitatea de Medicină și Farmacie "Victor Babeș" din Timișoara (University of Medicine and Pharmacy "Victor Babeș" of Timișoara) organizes admission examination / contest for each and every study program/specialization, in order to have the future students' knowledge and cognitive skills properly tested.

Art. 30

For the Bachelor's degree cycle, the admission examination is organized for the specializations/study programs accredited or authorized to temporarily operate acc. to the legal provisions in force.

Art. 31

The dates and timeframes of the admission examination sessions as well as the contest forms and tests shall be determined through the university's own annual regulation, which shall be made public in compliance with the legal provisions in force, by posting it at headquarters of the higher education center as well as by publication thereof on the university's own webpage.

Art. 32

(1) O persoană poate beneficia de finanțare de la buget pentru un singur program de licență, pentru un singur program de masterat și pentru un singur program de doctorat.

(2) The individual who enjoyed the academic benefits free of any costs within an academic study program financed from the state budget has, under the legal provisions in force, shall be entitled to attend other academic study programs within the same academic studies cycle:

- a) în regim cu taxă, dacă instituția de învățământ superior de stat organizează programul și în acest mod;
- b) free of any costs, as the program is funded from the national budget, provided that that individual pays the entire value of the academic teaching services from which he/she had previously benefited, where such services had been fully or partly financed from the public budget, to the extent to which the study program for which he/she has applied and to which he/she has been admitted is organized **only** based on full budget financing.

1.2 Registration

Art. 33

In order to be registered as a first year student and to sign the academic Learning Agreement (in two counterparts), the students who have been declared accepted and who have paid the tuition fee within the term provided for by the Admission Regulation, shall personally appear to the faculty registrar's office, during the opening hours: Monday - Friday, 12.00-15.00 p.m., according to the appointments agreed by the managing board of every individual faculty, within maximum 30 days as of the date the academic year has officially been commenced. The Administration Board may decide, in exceptional cases, to extend this deadline.

Art. 34

There shall be considered, ex officio, that the accepted candidates/examinees and who failed to register in the 1st year within the agreed registration term, had waived their student status, by failure to be personally appear for registration purposes, and consequently, they shall lose the right to be enrolled.

Art. 35

(1) Failure to supply the necessary application documents, in original counterparts, according to the provisions of the Regulation governing the admission exam planning and organization within the term provided for the students registration in the 1st year, shall lead to the loss of the state budget financed place and/or the student's expulsion.



(2) Failure to present the original baccalaureate diploma / the photocopy of the bachelor's degree diploma, within the term provided for the enrollment of students in the first year, shall lead to the loss of the place financed from the state budget.

Art. 36 Registration of foreign citizens (EU and third-party state citizens)

(1) Academic enrollment of foreign students (EU and third-country nationals), admitted to study programs whose languages of instructions are English or French, as well as the academic enrollment of foreign students who enjoy scholarships provided by the Romanian state, shall be made within no less than 30 calendar days from the beginning of the academic year. The Board of Directors may decide, in exceptional cases, to extend this term.

(2) The documents filled by the foreign students, accepted to the specializations whose languages of instructions are English or French, as well as by the foreign students, scholars of the Romanian state, shall be analyzed by the University International Relationships Department, which shall release a preliminary endorsement notice for the temporary registration and shall issue the Decision (Order) of acceptance to studies, approved by the University Rector.

(3) The foreign students shall personally supply the following documents to the faculties registry offices, within the period established for the students registration, the Decision (Order) of acceptance to studies, together with the following documents:

- The Letter of acceptance to studies (for the self-funded students, tuition fee payable in foreign currency) / Certificate of Equivalence of the Baccalaureate Diploma (for the students from EU, EES and Switzerland) / Nominal Order issued by MNE (Ministry of National Education) (for the scholars of Romanian state);

- certificate of linguistic competence for Romanian language (for those who study in Romanian language), respectively certificate of foreign language test pass (for those who study in English or in French);

- official documents of authenticated copy conforming to the original, to support exemption from the language test, where applicable;

- proof of the tuition payment (integrally), endorsed by the University Financial - Accounting Department;

- proof of paying the registration fee.

(4) The Decision (Order) of acceptance to studies is valid until the date of drawing up of the registration decisions and final registration of the foreign students, the latest on November, 16th of the ongoing academic year, after the transmission of the complete files of the students who are foreign citizens, by the International Relationships Department, to the faculties' registry offices.

(5) The foreign citizens (EU and third-country citizens) accepted to Bachelor's academic studies are bound to submit the Baccalaureate Diploma, in original, to the International Relationships secretariat, not later than the last day established for the registration for that particular academic year.

(6) The secondary high school graduates who are EU nationals, who have not yet received their Baccalaureate Diploma until the registration date, must submit a notarial statement through which they undertake to file the study documents in original (plus copies and certified translations) until a deadline (the date is to be determined depending on the country where the study document was issued), and which may not be later than the next academic year starting date.

(7) The duty of keeping an accurate record of the observance of the deadline set for filing the original study documents (plus copies and legalized translations) for foreign students, shall exclusively fall with the registry office of International Relations Department, which must inform the relevant Dean's Offices, via written formal notes, about any changes brought to the aforementioned term.

(8) Failure to supply the Baccalaureate Diploma, in original, in compliance with the term/requirements above mentioned, has as result the student expulsion.

Art. 37

(1) The students registration/enrollment for the 2nd year and the following study years, respectively, shall be done by the filling in and signing an Addendum to the Bachelor's Degree Studies Agreement, in compliance with the planning defined by the management of each and every faculty, within maximum 30 calendar days from the starting day of each academic year.

(2) At the beginning of each academic year, the registration is done based on the professional results of the previous academic year, provided that the minimum number of credits required for the completion of academic year has been gained.

Art. 38



The faculties' registry offices shall provide the multiplication and distribution of the academic learning agreement forms / addendums thereto to the students concerned.

Art. 39

For the registration in the 2nd academic year and the following years, the students shall supply, personally / via the students' representatives, to the faculty registry office, during the opening hours : Monday - Friday, from 12.00 p.m.-15.00 p.m., the following documents:

- Addendum to the Bachelor's Studies Agreement, in two counterparts,
- Medical fitness certificate, endorsed by the UMFVBT physician. For the Romanian students, the certificate is issued by the general practitioner, while for the foreign students, by the University medical office;
- Student's Traineeship Agreement and Practical Activity Reference / Evaluation form. These forms, issued to the students by the faculties' registry offices prior the start of the traineeship terms, shall be filled in by the students, respectively by the legal representatives of healthcare facility where the traineeship was completed.
- Student ID Card,
- Transport badge.

Art. 40

(1) There shall be deemed, ex officio, that the students who fail to register / enroll to that academic year up to the established deadline, have waived their student status, by failure to personally appear to the faculty registries and therefore, they shall be expelled for non-registration reason.

(2) The expulsion decision shall be made known to the expelled student, to the International Relationships Department, the University Financial-Accounting Department, and the Department of Academic Development - IT Compartment - Statistics in maximum 30 calendar days from the deadline established for the students registration during each academic year.

Art. 41

Students who need to repeat a year of study shall be enrolled in the complementary year, within the deadline and according to the procedure established above.

1.3 Enrolment

Art. 42

The enrolment of the students declared accepted after having sat for the admission examination shall be done through the decision of the Rector of „Victor Babeș” University of Medicine and Pharmacy from Timisoara, after paying the tuition fee and signing the academic Learning Agreement.

Art. 43

(1) Students who have benefited from full funding from the state budget, in relation to a bachelor's degree program, which has been completed by having sitting for a bachelor's degree examination or which has not been completed, may be registered and enrolled in the first year, following the successful pass of the admission test taken to „Victor Babeș” University of Medicine and Pharmacy from Timișoara, only on the tuition fee-based places, without the right to reclassify on budgeted places.

(2) Candidates who have benefited from **partial** funding from the state budget, in relation to a bachelor's degree program, and who have been declared admitted to the admission test organized at "Victor Babeș" University of Medicine and Pharmacy of Timisoara, shall be enrolled to the tuition-fee-based places , **starting with the first year of studies.**

(3) The category of students referred to in paragraph (2) has the right to be reclassified to the budgeted places only after the promotion, in a fee regime, of the number of years of study related to those already covered, free of charge, in compliance with the criteria and performance standards for the annual reclassification of students, set by the university management.

Art. 44

(1) After the enrolment approval, the students are registered in the Enrolment Register under an unique number valid for the whole schooling period for specialization / specializations / study program / study programs to which they had been accepted.



(2) The distribution of students by series and groups shall be done strictly in alphabetical order and shall be kept throughout the length of the academic studies.

Art. 45

The Students Enrolment Numbers are given in continuation of the last enrolment number given during the previous year, by faculties and specializations / study programs, as they are regulated through the Government Decision regarding the approval of the Nomenclature of Fields and Specializations/academic studies programs, of the high education/academic institutions structure, of the fields and programs of academic studies accredited or certified to temporarily operate.

Art. 46

For the students declared accepted to the newly established study programs, authorized to operate according to the laws in force, the assignment of the enrolment numbers shall be done starting with the number/digit 1.

Art. 47

The students who attend, at the same time or consecutively, two study programs within the same University, shall receive two different student numbers, one for each study program.

Art. 48

The re-enrolment shall be done in the established period for the students registration and it is done upon the Learning Agreement signing and tuition payment.

Art. 49

The foreign students enrolment shall be done not later than the 16th day of November of the ongoing academic year, based on the complete files of the foreign students forwarded by the International Relationships Department to the faculties' registry offices.

Art. 50

(1) When being entered into the University Enrollment Register, the student personal file shall include:

- application form for the admission examination;
- Baccalaureate Diploma, in original (for the students admitted on the budgeted places);
- Baccalaureate Diploma, in a certified copy according to the original, accompanied by a certificate from the faculty where the original of the diploma is (for those who attend two faculties at the same time);
- Bachelor's Degree, as certified true copy - for the graduates who attend a second faculty;
- Certificate of Birth / Marriage, as certified true copies;
- Medical fitness certificate ;
- Academic Learning Agreement;
- the proof of paying the tuition fee, as determined by the University Senate, for the self-funded students (tuition fee payable in foreign currency);
- the official transcript of records / diploma supplement(s) including the marks got during the previous years (as the case may be);
- other documents required at the admission contest,

(2) For the final internal transfer and/or validation of the studies completed to other international higher education centres, the student's personal file shall also include the following:

- the approval of the university from where the student is transferred;
- transcript records at the time of the transfer;
- syllabus (contents of the subjects attended by the student),
- curriculum (length of instruction, course hours number / curricular practical training/internships);
- official certificate stating the scoring system applied in the institution where he/she learned, as well as its equivalence in ECTS system;
- certificate regarding the admission contest pass, issued by the faculty whence the student comes ;
- payment proof of the transfer fees;
- Letter of acceptance to studies (for self-funded students, tuition fee payable in foreign currency) / Certificate of Equivalence of the Baccalaureate Diploma (for the students from EU, EES and Switzerland) / Nominal Order issued by MNE (Ministry of National Education) (for students benefiting from Romanian scholarships);



- certificate of linguistic competence, not older than 5 years, for the foreign students;
 - the study documents of the transferred foreign students shall be translated in Romanian language and certified;
 - The Equivalence Committee decision, if necessary.
- (3) The foreign students personal file shall include:**
- application form for the I academic year;
 - Letter of acceptance at studies (for self-funded students, tuition fee payable in foreign currency) / Certificate of Equivalence of the Baccalaureate Diploma (for the students from EU, EES and Switzerland) / Nominal Order issued by MNE (Ministry of National Education) (for students benefiting from Romanian scholarships);
 - Certificate of Birth, copy and certified translation;
 - study document - original and copy, translated and certified (Baccalaureate Diploma or its equivalent);
 - transcript of records - original and copy, translated and certified, related to the done studies and the syllabus, for the candidates asking the partial studies equivalence;
 - Passport copy;
 - Identity Card or Residence Card (as the case may be) copy;
 - Medical fitness certificate (in an International language);
 - Certificate of linguistic competence for Romanian language or the Graduation Certificate of the preparatory year;
 - Certificate of Promoting the Foreign Language Test, for those who are studying in English or French;
 - Academic Learning Agreement;
 - written test from the admission contest/preliminary examination ;
 - other documents required at the admission contest / files selection contest.

Art. 51

During the instruction period, the student's personal file shall be completed with the following documents and papers:

- addendum to the Learning Agreement, filled in and signed at the beginning of each academic year;
- copy of the Marriage Certificate or other documents which change the name (if necessary);
- receipts regarding the tuition payment in the enrolment/re-enrolment year for the fee based students);
- other documents generated ex officio or at the student's request.

1.4 The Student Status.

Art. 52

The student status is acquired through the acceptance at a Bachelor's study program acc. to art. 199 indent of the Law no. 1/2011, as subsequently amended.

Art. 53

The student status of UMFVBT University shall be held by an individual who meets the following requirements: he/she is accepted at studies, he/she has been finally enrolled to studies, in compliance with the legal provisions and signs the Individual Learning Agreement with the University; for the self-budgeted students, the payment of the tuition fee is also compulsory.

Art. 54

The student status is acquired when meeting the following requirements:

- a. after the admission contest, in compliance with the UMFVBT Admission Regulation;
- b. following a final transfer within the same university or from a different academic institution;
- c. after the re-enrolment procedure, under the terms of the present regulations (the students who get the approval for re-enrolment shall keep their initial enrolment number);
- d. by decisions of the Ministry of Education and Research.

Art. 55

(1) The termination of the student status is done under the following circumstances :



- a) as of right, at the studies cycle graduation;
 - b) at the student's demand, through his/her dropout ;
 - c) through expelling;
- (1) In case of termination of the student status, the student is obliged to file to the faculty registry office his student card, travel ticket (as the case may be), student departure clearance form.
- (2) The students who lost their student status may receive their documents from the file after paying all their duties towards the University.

I.5 Learning Contracts

Art. 56

The registration for studies shall be done based on filling in and signing a Learning Agreement, or, as the case may be, an Addendum to the Learning Agreement, annually filled in and signed by the students, within 30 calendar days as of the beginning of the academic year, a period clearly defined for the students' registration, during the first four weeks of the academic year, in compliance with the curriculum implemented by the managing board of each faculty.

Art. 57

- (1) The Learning Agreement includes the student's rights and obligations and the University rights and obligations under the educational process.
- (2) The Learning Agreement regulates the student's financial obligations, approved by the University Senate and stipulated in the Schooling Taxes and other Taxes Regulation, as well as by other own regulations and methodologies.
- (3) The learning contract is entered into during the normal schooling period of the study program, as it has been provided for by the statutory rules in force.
- (4) At the beginning of the academic year, within the term established by this regulation, the learning contract shall be completed by additional yearly documents, jointly agreed and signed by the parties. The addendum contains the following provisions: the statement of records upon the end of the previous academic year, the credit units that have not been satisfied, if any, any mentions regarding the schooling terms, optional subjects which became compulsory, the tuition fee and the documents required to be filled in on annual basis etc.
- (5) The student who fails to complete the study program during the standard term, as a result of repetition, resumption of studies or re-enrollment after expulsion or withdrawal, shall request the conclusion of a new contract, under the terms determined by the university at the time of signing that particular contract.
- (6) The learning contract form and the form of the addendum to the learning contract, shall be approved on an annual basis by the University Senate, prior to the beginning of the academic year; these papers shall be approved for legality purposes as well as for the preventive financial control purposes, by the Legal Department of the university as well as by the Financial-Accounting Division.

Art. 58

- (1) The registered students, who do not fulfill their obligation regarding the tuition payment within the period/term provided by the Fees Regulation, approved by the University Senate, shall be expelled, based on the records sent by the Financial-Accounting Division of the University.
- (2) Up to the issuance of the expulsion decision or up to the settlement of the financial status, the student who failed to pay to date his/her tuition fee, shall have his/her student status suspended ; the same shall occur also for his/her right to be present at exams.

Art. 59

- (1) In case of annulment/termination of the Learning Contract, the student is obliged to follow the procedure of student obligation departure clearance towards the University.
- (2) The documents from the student's personal file shall be released only after the student departure clearance form submitting, with all its boxes filled in.

I.6 Students Documents

Art. 60

- (1) The student ID card is issued for each student, after the enrolment process, by the faculty registry office.



- (2) The student ID card certifies the student status of his/her holder and it shall be endorsed at the beginning of every academic year.
- (3) The student ID card underlies the student legitimacy for all the services and activities of the University.
- (4) The examiner fills in the student card and signs all the marks/grades the student has got after taking the tests/exams or to other forms of knowledge testing, including the marks/grades for the failed exams.
- (5) In case the student card is lost or damaged, at the student request, to which the proof of the announce publishing in a local newspaper shall be enclosed, the faculty registry office shall issue another student ID card, for a fee.

Art. 61

The transport ticket is issued by the faculties' registry offices, under the law provisions.

Art. 62

The library access card is issued, subject to a fee to be paid, by the University library personnel.

Art. 63

In case of final mobility (transfer) or expulsion, the students are obliged to submit to the secretariat the student ID card and transport ticket, respectively, the library access card to the library.

Art. 64

The registry office of the International Relationships Department issues to the students which are foreign citizens, in no more than 5 days from the application registration date, the documents required for the settlement of the residence in Romania, based on the following documents which must be enclosed to the application:

- copy of the Academic Learning Agreement / Addendum to the Learning Agreement or the certificate issued by the faculty registry office regarding the registration in the academic year;
- proof of the integral payment of the tuition fee, previously endorsed by the University Financial-Accounting Department. The deadline for the endorsing application by the University Financial-Accounting Department is no more than 5 working days from the date of the request for the payment proof endorsing, at the headquarters of the International Relationships - Accounting Office.

Art. 65

Correction, deletions and false data introduction in the content of the student documents are not accepted. Such deeds may be considered forgery in public documents and are punished in compliance with the laws.

CHAP. 6. CREDITS FOR STUDIES. ATTENDING THE FORMALLY SCHEDULED CURRICULAR ACTIVITIES. ONGOING EVALUATION OF STUDENTS. COMPLETION OF ACADEMIC YEAR'S REQUIREMENTS

1.7 Credits for Studies (ECTS)

Art. 66

The European Credit Transfer and Accumulation System (ECTS) system is used within „Victor Babeș” University of Medicine and Pharmacy, from Timisoara, for the following purposes:

- Keeping accurate records of the students' professional results - evaluation function of the knowledge accumulation;
- calculation of students' individual performances as well as for student ranking purposes.

Art. 67

At UMFVBT level, application of the transferable credits system is on the charge of the teaching responsible Pro-Rector.

Art. 68

The effective application of the measures resulting from the regulations based on ECTS represents the competence of the academic structures directly responsible for the coordination and carrying on of the teaching process at that level (Bachelor's degree, master's degree, doctoral level).



Art. 69

- (1) The way to apply ECTS for the students professional results record is completed by methodologies specific to each academic studies cycle.
- (2) For all study academic programs, the learning activity is quantified in credits (ECTS), calculated in compliance with the European Credit Transfer System (ECTS - European Credit Transfer System) intra and inter universities (internal, external) and with the regulations established by the Law of the National Education no.1/2011, chapter 9.
- (3) According to this system, the students mobility and their professional flexibility are assured.
- (4) The credits are defined as numerical values, allotted to all teaching activity forms: courses, practical courses, internships, seminars, etc., through which the average quantity of work done by the student for acquiring a subject is assessed.
- (5) The University uses a system of equivalence and recognition of those credits got in their own faculties/departments or in other universities accredited from Romania and abroad, which presents compatibility as regards the curricula and syllabi.
- (6) The credits allotment system is established at the University management level, based on the proposal of the Faculty management, in compliance with the specific teaching activity.
- (7) A credit corresponds to 25-30 hours of individual work:
 - a) the quantity of normal work specific to an academic year has as equivalent 60 credits. Basically, 30 credits correspond to a semester;
 - b) the credits do not evaluate the students competences and must not be confused with the marks/grades;
 - c) the credits do not measure the teaching person work time, but only the student's one;
 - d) the credits related to a subject are calculated in relation with the total quantity of work required for the academic year completion;
 - e) credits allotment - to each component part of the training program a number of credits from the total number of credits provided for the training program is assigned;
 - f) each subject has allotted a number of credits, in relation with the work volume necessary to the student for reaching that subject educational targets;
 - g) by passing a subject is understood getting the minimum mark / score 5 (five) or the “accepted” qualifying.
- (8) “Victor Babeș” University of Medicine and Pharmacy of Timișoara uses only two units of credit, without fractions.
- (9) A subject may not have assigned less than one credit unit.
- (10) The credits granted for a subject may not be gained gradually.
- (11) The compulsory subject “Physical Education” is credited with 1 credit unit.
- (12) Credits do not represent a measure of the subjects importance, this is regulated by the compulsory subjects classification in compulsory, optional and voluntary.

Art. 70

- (1) The compulsory and optional subjects in the curricula of an academic year are credited in the limit of the 60 related credits.
- (2) The compulsory and **chosen** optional subjects are credited, the ECTS credits amount being of 60 for a study year, usually, equally distributed by the two semesters (30 ECTS credits by semester).
- (3) Once chosen, the optional subject becomes compulsory.
- (4) The optional subjects additionally attended during an academic year do not benefit of supplementary credits, they are only mentioned in the diploma supplement. These subjects are not taken into account in the calculation of the student's annual weighted average grade.
- (5) The elective subjects additionally attended during an academic year benefit from supplementary credits, which are only mentioned in the diploma supplement. These subjects are not taken into account when calculating the student's annual weighted average grade.
- (6) The student receives the respective credits package properly assigned in terms of the studied subject completion.

Art. 71

During a study cycle, the credits got by a student are/remain valid, except for the cases when the student refuses the grade, on his/her own responsibility, in view of changing the grade within the re-examination session.

Art. 72



- (1) Gained (assigned) credit means the credit unit validated through the presentation and pass of an exam to a subject.
- (2) Outstanding/residual credit (not assigned) represents the credit unit corresponding to a subject whose learning had not been validated by the related exam pass.
- (3) Advance credit represents the credit unit got under certain conditions provided by the University regulations, by the study of some subjects pertaining to the next year, higher to that one in which the student is registered. The advance credit can be contracted only when the student is enrolled in a complementary year.
- (4) Transferred credit represents the credit unit got in another academic institution, different from the origin institution, or in another study cycle, and which is recognized by the origin institution based on different university agreements or a study equivalence regulation.
- (5) Credits accumulation represents the summing of all the credits passed by the student at a moment. The study program graduation is subject to the accumulation of all the credits related to the program.
- (6) Mobility represents the students' right to have recognized the acquired transferable credits, in compliance with the law provisions, to other accredited /temporary authorized academic education institutions from Romania or abroad.
- (7) Bilateral agreement - a framework document concluded between two institutions for assuring the carrying on of a students' mobility program using ECTS.
- (8) Mobility agreement - an educational agreement/contract concluded between the student, university of origin and the host university, including the parties' obligations and the list of the subjects the student undertakes to attend at the host university.
- (9) Credits Recognition Report - a document certifying the recognition of the credits got by the student based on the studies done in another academic institution and/or as a result of the mobility.
- (10) Transcript of records - a document certifying the learned subjects, grades and credits got by the student in a determined period of studies.
- (11) An examination passed in a previous academic year shall be deemed to have been passed, even if the number of credits assigned for that respective subject changes.
- (12) This provision shall also apply accordingly if, following the modification of the curriculum, an annual subject is divided into two term-subjects or a two-semester subject is merged into an annual subject.
- (13) The bachelor's degree examination is credited separately with 10 ECTS.
- (14) The award of credit units is made at the time of completing the discipline. The award of credits certifies that, for the result obtained at after the evaluation, the workload defined by the number of credit units has been satisfied.
- (15) Outstanding credits:
 - (1) The successful completion of a year of studies within a cycle requires the collection of at least 45 credits from the total of 60 credits assigned/ year, with the specification that the number of outstanding credits does not exceed 15 credits / year of study, and no more than 20 outstanding credits within that particular cycle (years I and II for the first cycle, respectively years IV and V for the second cycle).
 - (3) The completion of a study cycle implies the completion of all the disciplines and of the total number of credits provided for each study program. At the Faculty of Medicine and Dental Medicine, students are bound to gain 180 credits / cycle at the end of a study cycle, respectively for the years III and VI. At the Faculty of Pharmacy, students are bound to gain 120 credits / cycle and 180 credits at the end of year V, for the second cycle, at the end of a study cycle, respectively for the second year..

I.8 Attending the scheduled educational activities

Art. 73

Within UMFVBT, the type of organization for the Bachelor's degree studies implies a fulltime attendance, in compliance with the provisions of Art. 139, letter a) of NEL (Law on National Education) no. 1/2011.

Art. 74

Regardless the learning financing sources, the student enrolled for a fulltime program is obliged to take part to all types of activities described in the syllabi, for all the subjects provided in the relevant curricula. The course, practical courses, seminars, projects and internships attendance represents criteria for participation to the final evaluation exam of the knowledge acquired during a semester.

Art. 75

The records regarding the absences shall be kept by the course coordinator.



I.9 Students ongoing tests.

I.9.1 General Provisions

Art. 76

- (1) The examination rules shall be known and respected by the entire academic community. In case of non-compliance, confirmed by DEACE, the exam shall be canceled and the responsible persons shall be sanctioned according to the provisions of ROI.
- (2) The end of the activity for the educational subjects shall be made by examinations or oral examinations, as provided for by the relevant curriculum.
- (3) The examination may be carried out in written and/or oral form, as a practical test or as any other way of verifying the student's knowledge.
- (4) The manner in which the exam is taken is proposed by the subject coordinator, being subsequently endorsed by the Department Board and approved by the Dean of the faculty.
- (5) (5) The oral examination represents the form of assessing the student's knowledge and may be held one week before the effective exam session (without disturbing the teaching activity) or during the ordinary exam session.

Art. 77

- (1) A grading scale shall be used for all the subjects, as well as a unique bibliography, regardless of the teaching staff number.
- (2) During the first two weeks as of the beginning of the academic year, every subject must have its syllabus assigned and posted (course and practical course/ traineeships), the exam topics, the reference bibliography and the evaluation as well as the grading methods, the criteria based on which students are admitted to the exam and the way in which the final grade is calculated, respectively the weight assigned to each test in terms of the final result.
- (3) The manner in which the final exam is organised and the specific requirements shall be made known to the students by the course coordinator during the first course session.
- (4) The exam evaluation shall be objective and reproducible and it shall characterize the professional performance of the student..
- (5) The bibliographic material will be edited by the subject coordinator and shall be made available to students by posting it on the website www.umft.ro and / or on the following platform: moodle.umft.ro.
- (6) The course topics shall be updated also taking into account the current needs and criteria of medical-pharmaceutical education..

Art. 78

The course book/practical course/traineeships content must be known and accepted by all the teaching staff for that subject, the subject coordinator(s) being the responsible(s) for that.

Art. 79

- (1) (1) Regardless of the form of evaluation used, the examination of all students for a certain discipline shall be uniform, both in terms of difficulty and in terms of how it is conducted and the number of subjects surveyed.
- (2) Details of the exam topics shall be given depending on the course topic / practical courses/ traineeships and shall be unique for the same topic/ subject, responsible for the course coordinators, the head (s) of the discipline and the department director..

Art. 80

The subject coordinator shall display at the faculty notice board the evaluation and grading criteria for the practical and theoretical examination (multiple-choice tests, redirectional tests and/or oral tests) as well as for the practical exams (which may also include the evaluation of the activity along the way, according to the particularities of the subject).

Art. 81

- (1) The exam for a subject provided with practical courses and seminars consists of 2 compulsory components: the theoretical test and the practical test. The student may take both tests, regardless of whether or not he/she passed one of them.



- (2) The practical examination is compulsory and shall be carried out in accordance with the particularities of the subject.
- (3) For all clinical subjects, the practical examination must also include an oral component.
- (4) The responsibility to ensure the uniformity of the examination rests with the subject coordinator (if there are several tenured coordinators for the same course).
- (5) In the practical test in the form of oral presentation, interview or other forms of oral evaluation, the uniformity of the evaluation shall be ensured by the following:
 - a) The same evaluation criteria apply to all students in a study program.
 - b) The evaluation criteria refer to the acquired knowledge, the way of communication or other parameters corresponding to the specifics of the discipline.
 - c) The performance for each criterion corresponds to the score given to the student.
 - d) The evaluation criteria are made public at the beginning of the academic year.
 - e) At the oral exams, the student is given 20 minutes to think and a maximum of 20 minutes to answer.
- (6) In practical lab tests, the uniformity of evaluation is ensured by the following:
 - a) Each student draws the ticket containing the paper / tasks to be done or the medical reports to be read.
 - b) The topic is unique for the year of study of a study program. The list of subjects is approved by the head of discipline, at the beginning of the academic year.
 - c) The grading in the laboratory tests is performed based on a predetermined scale.
- (7) At the clinical practice test, the uniformity of the evaluation is ensured by the following:
 - a) The list of clinical cases on which the students take the exam is drawn on a daily basis by the course coordinator or by a person designated by him/her.
 - b) Each student extracts his / her clinical case on the basis of which he / she will take the oral exam
 - c) The grading at the practical tests is made on the basis of a scale established by the head (s) of the discipline. The scoring scales are the same for all students in a study program.
- (8) The practical examination is mandatory and will be administered according to the specific of the subject. The practical examinations are to be seated during the last week of the semester or during the ordinary session.
- (9) No more than 2 practical examinations per a day may be taken.
- (10) The examination shall be scheduled based on mutual consent between students, the course coordinator and group assistant and the date shall be notified to the faculty dean's office by the course coordinator/student, if applicable.
- (11) The practical exam shall be taken and graded in the presence of the course coordinator and the group assistants. The practical exam may not be challenged.
- (12) The scheduling of the exams in the final years will be done with the observance of the structure of the academic year.
- (13) The presence to the practical and / or theoretical examination is not interconditioned. The practical exam passed is recognized for future sessions. Depending on the particularities of the subject, the preparation of the own practical / clinical or preclinical scales related to the activity along the way, is recognized even in the absence of passing the theoretical and / or practical exam. Passing any test involves recognizing the grade until the final grade of the exam is obtained. Where the student requests re-examination in order to change a grade, the examination shall be done in full, for both exam subjects (written test + practical test).

Art. 82

- (1) The theoretical exams shall be carried out in the form of oral, written test (grid test / editorial subjects) or mixed tests, upon the proposal of the course coordinator. In the case of mixed tests, the completion of both components of the test is mandatory and eliminatory.
- (2) For the tests that contain editorial topics, the exam topics shall be made by drawing lots.
- (3) At the written test carried out in editorial form, the uniformity of the evaluation is ensured by the following:
 - a) Each student solves the same number of subjects.
 - b) Working time is equal for all students in a study program.
 - c) Subject tickets are the same for all students in a study program. There shall be no actions to delete, add or modify topics from one series to another.
 - d) The correction of each subject is done according to a predetermined scale. The scale contains the keywords needed to get the maximum score.
- (5) The duration of the written exam may not exceed 2 hours for the semester subjects and, respectively, 3 hours for the year ones.



(6) The subjects of the editorial test and the grid questions shall be prepared in consideration of the unique bibliography of the course..

Art. 83

(1) The theoretical examination shall be organized in series, with the participation of the entire examination commission, except for the subjects where the assessment of theoretical knowledge shall consist in an oral exam, where groups of students. The student shall have 20 minutes to think and no more than 20 minutes to give an answer.

(2) At the beginning of the academic year, the course coordinators shall provide, for every subject examples of certain grading scales for the editorial subjects and the requirements for the oral practical tests, the laboratory tests or the clinical tests.

Art. 84

The Examination Board for a theoretical exam shall include minimum three people including the respective series professor.

Art. 85

Each subject proposes one or more examination commissions, which shall be communicated to the dean's office, in writing, two weeks before the beginning of the exam session. Where the subject coordinators fail to submit the proposals of commissions within the established term, the Dean of the faculty shall propose the members of the commission for that particular subject. For well-founded reasons, the Dean of the faculty may intervene and make changes to the committees proposed by the subject coordinators.

Art. 86

The multiple choice tests filled in by the students, from each subject, shall be archived for 3 years at the U. M. F. central headquarters.

Art. 87

(1) (1) The grading weight is as follows: the mark at the theoretical exam - 50%, and the mark at the practical exam - 50%. The grade of the practical exam will include, as the case may be, the grade related to the activity along the way, which may represent up to 20% of the grade of the practical exam. The student must get the minimum grade 5 both to the practical exam and to the theoretical one in order to pass the exam.

(2) The final mark is obtained by rounding up the final grade (obtained as a fractional form) in student's favour.

Art. 88

The grading shall be made by the examination commission, the editorial topics and the grids with answers being signed by all the members of the commission.

(2) The correction of the grid type tests shall be mandatorily made by scanning to the discipline, according to the Methodology of examination and grading the students attending the UMFVBT.

Art. 89 In relation to the multiple-choice tests:

(1) The head of department together with the course coordinators shall provide a topic consisting of 500 questions from all chapters of the subject (5 sets of 100 questions each) for the subjects ending with a year exam.

(2) For the semester subjects and for the oral examinations, respectively, at least 250 questions will be prepared (at least 5 sets of 50 questions each).

Art. 90

Some questions may be repeated in the variants of the grid test, according to the Methodology of examination and grading the students attending the UMFVBT.

Art. 91

On the exam day, the students shall draw a set of questions for the grid test.

Art. 92

(1) The length of the theoretical test carried out in the form of a grid test is 1 hour for the semester exams and 2 hours for the year exams.



(2) The length of the theoretical test conducted in the form of editorial or mixed subjects may not exceed 2 hours for the semester exams and 3 hours for the year exams.

Art. 93

The simple complement simple questions shall be marked by asterisks.

Art. 94

The students knowledge evaluation is done using grades from 1 to 10, the minimum promotion grade being 5. The evaluation consists in the theoretical knowledge testing and, as the case may be, the practical knowledge testing.

Art. 95

The UMF lithography workshop assures the copying of the tests for the subjects which do not have the possibility, in compliance with the unique university-based model for grid test response forms.

Art. 96

The quality appraisal and assurance commissions at the University and faculties level shall verify by spot-checks the observance of the provisions regarding the students examining/testing procedures.

Art. 97

The following officials may attend the controls and inspections conducted by the Department of Assessment and Assurance of Educational Quality (DEACE): department director, subject coordinator, deans, pro-deans and students' representatives.

Art. 98

The head of department and the course coordinator are directly responsible for the application of the provisions regarding the examination of students.

Art. 99

(1) The exams may be seated only during the examination sessions which are an integral part of the academic year, approved by the University Senate.

(2) The academic year structure provides the following examination sessions: two ordinary sessions (the winter one and the summer one), two retaking exams sessions (the winter one and the summer one) and a re-examination/grades modification session (summer session).

1.9.2 Appearance to the exams

Art. 100

The right to be present at the exam is held only by the students who had integrally fulfilled their professional obligations during the academic year, the requirements regarding their attendance to the teaching activities, as well as their financial liabilities towards the university.

Art. 101

(1) The presence to the examination is subject to the students' participation at minimum 70% from the courses.

(2) The students who were absent to a certain course may come to the catch the course only during the week when the absence occurred, together with another group of students, if possible.

(3) Students who accumulate more than 30% absences in relation to the courses hour shall be allowed to appear to the theoretical test during the retaking session.

(4) The presence to the practical test is conditioned by the students' participation in at least 85% of the internships / practical courses.

(5) Students' absences from internships/practical courses cumulated above the allowed limit, will be recovered, for a charge, within the limit of 15% of the number of absences altogether, during the period established for each and every subject, depending on its specialty, preferably outside the examination sessions.

(6) Students enrolled in the complementary year are bound to repeat the traineeships/ practical course/ seminars for the subject to which they failed in the exam.

(7) Students who have been absent for well-documented medical reasons (hospitalizations, medical certificates countersigned by a specialist doctor from the UMFVBT Evaluation Commission) may catch-up the courses they had been missing, depending on the subject program, provided that the number of absences does not exceed 50 % of



total hours. Special circumstances shall be analyzed by the Dean of the faculty, based on the application and the documentation submitted.

Art. 102

(1) The student has the right to be present a single time in the ordinary session to an examination of a subject. The student's presentation to the examination shall be accepted no more than 3 times during an academic year, in the following sessions:

1. The ordinary session (winter/summer) - related to the semester within which the subject was taught;
2. The ongoing exams session (winter/summer); corresponding to the semester within which the subject was taught;
3. The re-examination / grades modification session (winter/summer) for the failed exams (written test, practical test or both)

(2) The student may be present to no more than 2 re-examinations / grades modification per academic year.

(3) The first two presentations to examination are free of cost, in case they took place in the ordinary session, that is in the ongoing exams sessions.

(4) For sitting the exams of the re-examination session, the student shall pay a tax, established by the University Senate.

(5) The re-examination represents the defense for the third time of maximum two failed exams, including the failure to sit for such exam.

(6) The presence at the re-examination session is done at the student's request, in compliance with an application registered at the Faculty registry office, at least 3 days before the session beginning, except for the circumstances when the examinations planning does not allow the deadline observance.

(7) The re-examinations for the grades modification are done with the faculty dean approval, for no more than two exams from the ongoing exams session. The re-examinations for the grades modification shall be sustained during the session provided in the academic structure. In order to benefit of re-examination for the grade modification, the student must had passed all the exams at the request date.

1.9.3 Exam planning and carrying on

Art. 103

The exams shall take place in strict compliance with a previous planning.

Art. 104

The manner in which the exam may be taken shall be notified to the students during the first course. The exams planning (in the ordinary session) is done by an agreement between the students and the course coordinators.

Art. 105

The exams are planned between 8.00 - 20.00. The over passing of 20.00 o'clock for examination is not accepted, regardless its way of organization/carrying on.

Art. 106

The examinations date, time and place are communicated in written to the faculty dean by the course coordinators and/or students, if applicable.

Art. 107

The examinations planning shall be established by the subject coordinators and it shall be displayed on the university website, at least one week before the examination session.

Art. 108

Each subject must offer at least two options / session for choosing the exam date, during the retaking and re-exam sessions.

Art. 109

Exams to different subjects shall not be held in the same day. The exams of the outstanding exams and re-examination are excepted from this provisions.



Art. 110

During the ordinary sessions, between two successive examinations, a period/interval of at least two days must be provided.

Art. 111

In exceptional cases, the student who, from objective reasons, may not be present to the exam in compliance with the planning with his / her series, he/she may require/ in written, to the Faculty Dean's Office, the examination re-planning in another series, in the same examination session. The reasons must be proved using justifying documents. Student's failure to be present at the examination, in compliance with the planning, without having any reason and the course coordinator's approval, has as results the loss of a possibility to be present at the exam.

Art. 112

The students may plan the exam in any of the session days, including on Saturdays and Sundays, based on agreement with the teaching staff/course coordinator.

Art. 113

The students are bound to be present at the exam at the time and place duly agreed and announced, according to the exam planning scheme. (if possible, 10-15 minutes before the time the exam is deemed to begin).

Art. 114

Students are admitted to the exam on the basis of the student card which officially certifies their student status and / or the individual catalog issued by the Dean's Office, in case of overdue credits, advance credits or difference exams.

Art. 115

During the ordinary session, the student shall be present at the exam with his/her student ID card (with temporary certificate issued by the Dean's Office) and identity card (or passport).

Art. 116

The teaching staff who take part to the examination are obliged to identify the students and to check if the identity from the student ID card is the same with that one from the supplied catalogue issued by the Dean 's Office.

Art. 117

Students are assigned in the examination room(s) at the discretion of the teaching staff surveying the examination process.

Art. 118

During the exam, the students shall have all the communication means turned off.

Art. 119

For the specific subjects, the computer may be used, with the examiner teaching person approval, when such a test is part of the exam.

Art. 120

Substitution of a person for the exam is prohibited and is sanctioned with the expulsion of both the student who has been substituted and the student who has substituted him/her.

Art. 121

1. Bags, street clothes, mobile phones shall be placed in the designated places provided by the teaching staff surveying the examination, not closed to the students.
2. Mobile phones must be closed at the arrival moment in the examining room and must remain turned off over the entire examination time.

Art. 122

Identification, during the exam, of electronic devices capable of mediating the communication or consultation of data, is considered an attempted fraud, even if those devices have not been used.



Art. 123

The students with hearing loss needing the utilization of hearing aids, must inform the course teacher about such a situation at least 72 hours before the examination presentation. The course coordinator is entitled to require medical documents certifying the hearing aid need for the student.

Art. 124

Students may not leave the examination room sooner than 30 minutes from the commencement of the exam.

Art. 125

Students must have on them ball pens or fountain pens and all the tools allowed for the examination. Any request or question may be addressed only with loud voice and only with the invigilator teaching staff approval.

Art. 126

The exam papers must be completed only on the standard forms available on the UMFVBT lithograph and which are distributed to the students by the teaching staff.

Art. 127

During the exam, the communication amongst students is forbidden.

Art. 128

For any type of examination, the latest 3 students shall remain in the examining room until the students' examination ends.

Art. 129

1. When leaving the examination room, students must handover the written paper work and all the signed paper sheets they have on them and sign for their handing over.
2. During the examination, the teaching staff shall not do any other activity than that of the students surveillance.

Art. 130

The examination actual duration is displayed by the teaching staff by means of writing it on the blackboard.

Art. 131

The exam final grade shall be written down in the student card under the signature of the course coordinator.

Art. 132

- (1) Attempted fraud (detection, during the examination process, of phones / other electronic devices in a state of malfunction / turned off or identification of printed / written materials on or near students, irrespective of whether such materials have been consulted or not) shall be sanctioned by removal from the exam, failure to pass the exam.
- (2) Fraud (catching a student while using / consulting the written materials or electronic devices mentioned above, including the identification on or near the student of running/ turned on electronic phones / devices) is sanctioned with expulsion, without the right to re-enroll to UMFVBT.
- (3) The examination commission will notify, in writing, the UMFVBT Ethics Commission on the examination fraud, in order to analyze and finally settle thereof. Within 10 business days from the receipt of the notification, the Ethics Commission of UMFVBT determines the sanction, according to the present regulation, which shall be implemented by the Rector within 30 days from its final ruling.

1.9.4 Exam Grading

Art. 133

The exam grade shall represent the level of the student's theoretical knowledge and practical skills.

Art. 134



The exam final grade may be the result of a sole final evaluation or the arithmetical average between the exam grade and the grade to the colloquy / partial (intermediate) exam or other types of evaluation.

Art. 135

A subject is deemed to have been passed where the student's the final grade is at least 5.

Art. 136

The passed exam or only its passed practical part are recognized all long the study period to that specialty, except for the case when the student waives the grade, on his/her own responsibility in view to the re-examination session.

Art. 137

By the end of the 1st cycle (3rd year - specializations in Medicine and Dental Medicine, 2nd year - - specialization Pharmacy), the student must accumulate the 180 credits, respectively 120 credits.

Art. 138

- (1) In case a student is not satisfied with the grade awarded at a passed examination, he /she shall be entitled to sit for re-examination for changing of grade, against the payment of a certain fee.
- (2) The change of grade related re-examination, at the passed exam, may be requested in writing, for maximum two examinations included in the curriculum plan of the current year of study, only if the student has completed all his / her credits successfully.
- (3) The grade awarded after the re-examination is final and can result into a higher grade, a lower grade, or the student's failing the examination, losing the related credits.
- (4) In case a student fails to take the examination, despite his or her written application for such re-examination - change of grade, the previously awarded grade will be validated.
- (5) Where the student takes only a part of the examination and fails to take the other part, the exam is considered failed, with losing the related grades.

Art. 139

The results at an examination are communicated to the student on the spot or in maximum 48 hours from such examination, and are compulsorily registered in the examination / retake ledger for and in the student card.

Art. 140

- (1) The completed and signed grade report shall be submitted to the faculty registry on the basis of a signature, by a member of the examination board / a representative of the subject coordinator, at the latest the day after the end of the exam retaking session (for the winter exam session), respectively during the re-examination session / grade changing session (in the case of the summer session).

Art. 141

- (1) The student shall be entitled to see the paper and to receive explanations regarding the grading within 24 hours from the announcement of the results. To that effect, the course coordinator shall be bound to establish a time interval during which students may consult their papers.
- (2) Students who, following the analysis of their own papers, consider that they have been disadvantaged, may challenge the result of the examination.
- (3) The challenge filed by a student may only refer to his/her own results.
- (4) The challenges regarding the way of conducting the exams, the way of grading or the results of the exam shall be submitted to the faculty registry office within 24 hours from the communication of the results.
- (5) If duly proved, viaindisputable evidence, that the examination took place in an erroneous way or that the student was assessed incorrectly, the Faculty Dean may cancel the result of the examination and order that a new examination be planned by a commission proposed by the Faculty Council, consisting of 3 professors (the course coordinator must be included), in compliance with the examination procedures provided for that particular subject. The re-examination, in these conditions, does not reduce the total number of possible presentations to pass an exam. The answer to the challenge is communicated, in writing, to the student, the teacher involved and the department director, within 24 hours from its submission..

I.10 Passing the exams



Art. 142

The medical educational system is organized in compliance with the Bologna process in two cycles : preclinical cycle (years I-III, totalizing 180 credits - for the Bachelor's degree studies with a length of instruction of 6 years, years III, totalizing 120 credits - Bachelor's degree studies with a length of instruction of 5 years) and clinical cycle (the next 3 years, totalizing 180 credits). (according to the University Charter).

Art. 143

- (1) The completion of a year of studies within a cycle, requires gaining a minimum of 45 credits out of the total of 60 allocated / year, with the specification that the number of outstanding credits is a maximum of 15 credits / year of study, but not more than 20 of outstanding appropriations within the cycle (years I and II for the first cycle, respectively years IV and V for the second cycle).
- (2) The completion of a study cycle implies the passing of all subject tests and the gaining of the total number of credits provided for each study program. At the Faculty of Medicine and Dentistry, students have the obligation to accumulate the 180 credits / cycle at the end of a study cycle, respectively years III and VI. At the Faculty of Pharmacy, students are bound to gain 120 credits / cycle and 180 credits at the end of year V, for the second cycle, at the end of a study cycle, respectively year II..
- (3) The minimum pass grade is grade 5 (five) to both, practical examination and theoretical examination.
- (4) A passed test, even in absence of the examination pass, shall be recognized during the whole period of study.
- (5) The grades below 5 require the examination repeat in a future session.

Art. 144

- (1) The overall average mark of the year of study will be calculated for each and every year as weighted average grade, all the compulsory subjects (including the optional subjects) and passed by the student and the related number of credits will be considered, after the end of the retake session or of the re-examination session.
- (2) The compulsory subjects are those provided for in the curriculum plan related to the year of study.
- (3) The weighted average mark is used for:
 - Annual reclassification of students;
 - Classification of students in order to be awarded the relevant scholarships for their academic performances;
 - Distribution of accommodation places in students hostels;
 - Students' classification for being awarded places in students camps;
 - Selecting students for national and international mobilities.
- (4) The provision from para. (3) are applied to the students enrolled as of the academic year 2016-2017.

Art. 145

An examination passed in a previous academic year is recognized as passed even if the assigned number of credits for that subject is changed; such a provision is properly applied also in case when, after the curricula modification, a subject for a semester is split in two semester subjects or a subject for two semesters is put together in a subject for a semester.

Art. 146

During a cycle of studies, the school records may be as follows:

1. FULLY PASSED (if all the 60 credit units have been awarded);
2. **PASS PROVIDED THAT THE STUDENT RESIT FOR SOME EXAMS** (should he/she gained at least 45 credits out of the total of 60 credits assigned/ year, provided that the number of the outstanding credits does not exceed 15 credits / year of study and 20 outstanding credits within the cycle (years I and II for the first cycle, respectively years IV and V for the second cycle) The outstanding credits may be gained during the following year (s), but only within the cycle (e.g. the outstanding credits from in year I may be gained during the 2nd and/or the 3rd year);
 - (a) In both cases (points 1 and 2), the student may enroll in the following year of study.
 - (b) Students who shall take outstanding exams from previous years (outstanding credits) shall be able to take the exam only on the basis of the individual exam catalog, issued by the faculty registry office.

3. STUDENT REPEATING A YEAR OF STUDY

- a. if a student was not awarded minimum 45 credits/year,
- b. the number of the outstanding credits exceeds 20 credits.

Under these circumstances, the student shall be entitled to enrol to the complementary year;

4. **EXPELLED WITH SUBSEQUENT RIGHT TO ENROL**, according to the provisions of art. 168, par. 1 of this regulation.



5.FINAL EXCPULSION, WITH NO RE-ENROLMENT RIGHTS, if the student did not pass the same year of study for the second time in a row.

CHAP. 7. EXTENSION OF THE SCHOOLING TERM (COMPLEMENTARY YEAR. MEDICAL EXTENSION. INTERRUPTION OF STUDIES. WITHDRAWAL. DROP-OUT

Art. 147

The student is bound to end/complete his/her studies in a period of time which should not be longer than the double of the normal schooling period, for the study specialization/program to which he/she has been enrolled.

1.11 Complementary year

Art. 148

- (1) Students who failed to gain a minimum of 45 credits out of the total of 60 credits assigned/ year, (the number of outstanding credits is a maximum of 15 credits / year of study, but not more than 20 outstanding credits within the cycle) necessary for the successful completion of an academic year may continue their studies during a complementary year, provided that a new learning agreement is to be signed.
- (2) The complementary year means a repeating/recurrence year with the possibility to get a maximum number of 30 credits in advance.
- (3) Through the complementary year the overall academic duration is extended.

Art. 149

- (1) During the study period, a student may be registered in an complementary year only once, for passing the same study year.
- (2) Where the student fails to complete an academic year, he/she shall be expelled finally, without any right of re-enrolment.

Art. 150

- (1) The written enrolment request for the complementary year shall be submitted to the Faculty Secretary's Office no later than the beginning of the academic year or at least 10 working days before the beginning of the academic year, or else the student will be expelled for not having been registered.
- (2) During the complementary year, the student shall pay the tuition proportionally with the outstanding credits number, but not more than the value of 60 transferable credits reported to the tuition related to the study year in which he/she registers, in compliance with the Regulation regarding the tuition fees and other fees.
- (3) For the foreign self-funded students (tuition fee payable in foreign currency) who are non EU citizens, the tuition fee related to the complementary year shall be at the level of the year in which the student registers, in the amount established by the University Senate.
- (4) At the moment of his/her coming back from the complementary year, the student may be reclassified on a budgetary place, in compliance with the requirements of the criteria mentioned in Chapter X of this Regulation.
- (5) The student registered in a complementary year is not entitled to benefit from scholarship.
- (6) The student enrolled in the complementary year, who is dissatisfied with a grade awarded for an exam related to the year he / she is repeating, shall be entitled to repeat the study of the subject, respecting the structure of the academic year..

Art. 151

- (1) Students who do not get the credits required for passing in the next academic year and are registered / re-matriculated in an complementary year, must meet the requirements if the curricula for the studies series where they resume their studies.
- (2) During the complementary year, the student teaching obligations are limited to the failed subject and to the new subjects, in case of the curricula changing.
- (3) For students enrolled in the complementary year, the grades (including partial grades) shall be entered into the records aferent to the subjects and the credits gained in the subjects completed during the previous year, including the credits obtained in advance shall remain valid and shall be transcribed by the faculties' registry offices into the grade summary ledger.
- (4) Students enrolled in the complementary year shall comply with the requirements of the curriculum afferent to their graduation class. Should any changes occur, the faculties registry offices shall mention in the applications for



enrollment in the complementary year the subjects in which the students must take the difference exam / exams by changing the curriculum. Harmonizing the school records of students enrolled in a complementary year to the graduation class curriculum, by adding or removing certain subjects, may lead to changes in the general average grade of that year. The difference exams resulted after changing the curriculum are taken without financial obligations.

Art. 152

- (1)** Students registered in an complementary year may have option to partially study the curricula of the higher/next academic year, getting, in such a way, credits in advance.
- (2)** Students who, during the complementary year, request credits in advance, shall pay the tuition fee integrally.
- (3)** Getting credits in advance for an academic year is not followed by the diminishing of the tuition fee related to that year.
- (4)** The option to study, partially, the curricula of the next year is registered to the Faculty Dean's Office in the term provided for the students' registration.
- (5)** The application is endorsed by the course coordinator and the head of department being subsequently approved by the Faculty Dean. The student shall be bound to submit a copy of the application approved by the Dean for the subject for which he / she requests the credits in advance, mentioning the group with which he / she shall carry out the practical projects/ assignments.
- (6)** The number of assumed credits from the next higher year is limited to 30 credit units. The outstanding credits sum and of those assumed from the next higher year may not be higher than 60 for an academic year.
- (7)** Credits in advance shall not be approved for the continuing subjects, in case when they had not been passed in the previous years.
- (8)** A week before presentation at the examination, during the session, students shall request an individual call aver with what they shall be present at the examination.
- (9)** Depending on the outstanding credits schedule, the student, found in an complementary year, may execute teaching activities and be present at examination for subjects pertaining to the next future year, with the course keeper endorsing and subject to the complete fulfilment of his/her teaching obligations (attendance to courses, practical courses, internships).
- (10)** The distribution in the series or module is done without superposing the complementary year outstanding credits (subjects) schedule with the next higher year assumed credits schedule. The examination of the students registered in the complementary year and who study subjects from the next higher year shall be carried on in the same way as for the other students, they having the right to be present at an exam for three times during an academic year.
- (11)** Any potential credits that may exist obtained in advance are not taken into account when computing the necessary credits for passing the academic year. Credits in advance are taken into consideration only for the semester/year in which the subject contracted in advance is studied.

Art. 153

In case when, coming back from the complementary year, the repeated Bachelor's program does not exist anymore, the student may have option for a program closed as regards the content. If there is not such a similar program, the University has no obligation towards the students found in such circumstances.

I.12 Medical extension

Art. 154

- (1)** Students who did not pass in the next year because of health reasons, may be re-registered/re-enrolled/re-entered in the same year of study, under the following conditions:
 - a. they had been hospitalized for a period longer than 60 calendar days or
 - b. they had health leaves for a period longer than 60 calendar days, from which at least of 20 consecutive days of hospitalization.
- (2)** For that purpose, students shall register a request for the schooling medical extension, to the Faculty registry office, together with the justifying documents, endorsed by the students dispensary, in maximum 10 days from the termination of the medical leave period as mentioned in the medical fitness certificate.
- (3)** The documents shall be analyzed and endorsed by the Dean's Office and Administration Board.



Art. 155

Upon the studies resumption, the students who benefited of schooling medical extension, resume their budgetary or fee based place, they had at the time of the medical reasons extension.

Art. 156

1. The budget students, who did not gain the required number of credits for passing a subject, due to medical reasons, shall attend the complementary year, without financial obligations.
2. The final approval for continuing their studies, without financial obligations, shall be endorsed by the Faculty Dean and approved by the Administration Board.

Art. 157

- (1) The schooling medical extension may be granted a single time for the whole schooling period, for 1 year.
- (2) Under exceptional circumstances, the University Administration Board may approve the schooling supplementary medical extension.

Art. 158

- (1) During the schooling medical extension year, the student shall meet the requirements of the curriculum of the series of students with what they resume their studies.
- (2) The student teaching obligations are limited to the failed subjects and to the new subjects, in case the curriculum is changed.
- (3) The grades to the passed subjects in the previous year are recognized.
- (4) In case of the curricula changing, for the examinations at the new subjects the students shall be present at equivalence exams, without any fee obligations.

Art. 159

In case when at the studies resuming, the repeated Bachelor's program does, nor exist/is there anymore, the student may have option for a program as closest as possible to the previous course of study, as regards to the content. If there is not such a similar program, the University has no obligation towards the students found in such circumstances.

I.13 Interruption of studies

Art. 160

- (1) The schooling interruption may be approved for a period of no more than two years during the Bachelor's degree cycle.
- (2) During the studies interruption, student status is suspended.
- (3) The request for the schooling interruption shall be filed, in written, to the Faculty Secretary's Office, no later than the beginning of the session related to the 2nd semester.
- (4) The request/application for the studies interruption shall be endorsed by the Faculty Dean and approved by the University Administration Board.

Art. 161

The duration of the studies for which the students benefits of free of cost education, according to the laws in force, is not affected by the period for what the student has been approved the studies interruption.

Art. 162

Studentii în regim cu taxă au obligația de a achita taxa de școlarizare pentru anul în curs.

Art. 163

- (1) The self-funded students (tuition fee payable in foreign currency) are bound to pay the tuition fee for the ongoing academic year.
- (2) Students who have interrupted their studies are bound upon their resumption, to discharge any teaching obligations resulting from the modification, in the meantime, of the curricula, by studying the newly introduced subjects and taking the difference exams, without financial obligations.
- (3) This fact must be communicated to the student at the time of interruption of studies, stating on the request for interruption that he/she has taken note of this.



(4) If, upon return, the discontinued undergraduate program does no longer exist, the student may opt for a similar program in terms of content. If such a program does not exist, the University has no obligation to students.

Art. 164

(7) At the moment of studies interruption period expiration, the student shall file an application for the studies resuming, at least 10 working days before the academic year beginning, otherwise he/she will be expelled for failure to be registered.

(8) At the studies resuming moment, the students receive back their budgeted or fee based place, had before the interruption requesting moment.

I.14 Withdrawals

Art. 165

(1) The student has the right to request the withdrawal from studies, through an application filed to the Faculty Dean's Office, which shall be endorsed by the Dean and approved by the University Administration Board.

(2) The self-funded student (tuition fee payable in foreign currency) is bound to pay the tuition fee for the ongoing academic year.

(3) The documents from the student's personal file are issued only after the presentation of the complete student departure clearance form.

Art. 166

(1) In case of withdrawal, a former student will resume his or her capacity of student at UMFVBT only by taking a new admission examination, except for the cases provided for by para. 2.

(2) UMFVBT approves the re-enrolment without an admission exam, upon the written request from withdrawn students, in maximum 3 years from such withdrawal from UMFVBT, with the consent of the faculty's dean and the approval of the Board of Directors, by decision of the chancellor, under the conditions provided for by this regulation related to re-enrolment. Exceptions from such provision are the students which withdrew from the University in their 1st year of study.

(3) The application to resume the studies is filed at the secretary's office of the faculty, the latest upon the beginning of the academic year /or at least 10 working days before the beginning of the academic year.

I.15 Drop-out

Art. 167

Within UMFVBT, school dropout means:

- Failure to be registered in the period provided in the present Regulation.
- Withdrawal from the studies.

CHAP. 8. EXPULSION

Art. 168

(1) Under the following circumstances, the students shall be expelled, keeping however his/her re-enrolment right at UMFVBT:

- Failure to register / failure to sign the Learning Agreement or its addenda, within the deadlines/(timely submission) provided by the University regulations;
- Failure to pay the tuition fee, within the deadlines/(timely submission) provided by the University regulations;
- Failure to submit the personal file including the documents mentioned in the present Regulation, at the registration and enrolment, respectively failure to supply the Baccalaureate Diploma/Bachelor's Degree in original, in the period provided for the students registration in the 1st year;
- Failure to register the application for studies resuming, at the studies interruption expiry date, in the provided period and deadline.
- Deviations from the University discipline and also for the failure to observe the University regulations, at the Faculty Board proposal, through the Rector's decision.



(1) In the following circumstances, the students shall be expelled, without right to re-enrolment at UMFVBT:

- Failure to pass the study year for the second time consecutively
- Exceeding the double of the normal schooling duration at the study program where the student was matriculated;
- exam fraud (catching the student in the act while using / consulting the written materials or electronic devices mentioned above, including the identification on or near the student of the telephones / electronic devices in run order / turned on);
- Violation of the professional behaviour standards: examinations fraud or attempted fraud ;
- Serious violation of the social cohabitation rules, inside or outside the University;
- Taking any kind of actions designed to discredit the University or any member of the academic community or to seriously affect its image and prestige;
- Deviations from the University discipline and also for the failure to observe the University regulations, at the Faculty Board proposal, through the Rector's decision.

(2) After expulsion, the individual shall lose his/her student status and UMFVBT shall have no any other obligation towards the student.

Art. 169

In the event of a new registration through admission contest, the results previously got are not recognized and may not be equated at UMFVBT.

CHAP. 9. RE-ENROLLMENT

Art. 170

- (1) The re-enrolment is done in the period established for the students registration, based on request, with the Faculty Dean's agreement and Administration Board endorsing, through the Rector's decision, provided that the Learning Agreement is signed and the tuition fee is paid.
- (2) Expelled students may be re-enrolled within a maximum of 5 years from the expulsion, within the same study program, except for students expelled in the first year of study and those expelled without the right to re-enroll.
- (3) The UMFVBT students who withdrew from studies may be re-enrolled within a maximum of 5 years from the withdrawal, within the same study program, except for withdrawn / expelled students in the first year of study.
- (4) The students registered/enrolled in compliance with the Law 84/1995 and who was expelled or withdrawn may not be re-enrolled.

Art. 171

- (1) The re-enrolment shall be done under the fee-based regime, over the entire period of the study program, and the student shall keep the initial enrolling number.
- (2) The students shall pay a re-enrolment fee, as established by the University Senate.

Art. 172

1. The re-enrolment is done in the study year related to the equivalent transferable study credits/ recognized, got till the expelling/withdrawal moment, through the curricula compatibility.
2. The re-enrolments are approved based on the presentation at the equivalence evaluations , if it is necessary
3. During the year within which the re-enrolment is done, the transfer is not allowed.

Art. 173

- (1) Regaining of the student status by the individuals who were expelled or withdrew from other faculties in the country shall be done after the successful pass of the admission exam at the “Victor Babeș” University of Medicine and Pharmacy from Timișoara.
- (2) Over a study cycle students may be re-enrolled only once.

CHAP. 10. PERFORMANCE CRITERIA AND STANDARDS FOR ANNUAL RECLASSIFICATION OF STUDENTS

Art. 174

The provisions of this methodology shall apply to:



- all faculties / study programs (excluding master's degrees and doctoral studies) within UMFVBT;
- to all students enrolled following an admission competition within all faculties / study programs (including master's degrees and doctoral studies) within UMFVBT.

Art. 175

(1) In compliance with the Law no. 224/11th of July 2005, at the beginning of each academic year, the students shall be reclassified on the budgeted study places depending on the weighted average, in decreasing order, starting with the students who passed all their exams.

- a. Reclassification refers to the state budget-funded places afferent to every year of study at UMFVBT, which were left available after the reservation of the budget-funded places for the following categories of students:
 - b. students who met the conditions that govern the award of social scholarships for the previous academic year;
 - c. students who benefited from medical extension of their academic years and kept their status (budgeted-students/ self-funded students) during the year prior to the interruption of studies;
 - d. students who resumed their studies after interruption;
 - e. students who have been admitted to attend the budget-funded courses in relation to the places assigned for the Roma candidates, graduate of secondary education coming from the rural areas, respectively secondary education graduates (baccalaureate degree) coming from the the social welfare system.
- f. Occasional social scholarships are not included into the category of social scholarships mentioned by par. 2 letter b.

Art. 176

(1) The occupancy of the budget-funded places shall be done after the reclassification of students, in decreasing order of the weighted average grades, at the beginning of the academic year beginning, in the following order:

1. students who passed all the exams, without outstanding credits from the previous years;
2. students who passed all the exams but one from the previous academic year;
3. passed students the current exams but who are still listed with outstanding exams from previous years.

(2) In case of equality of the distribution average grades, the tie-break criteria are:

1. The grade/average grade given at the subject/subjects with the highest number of credits, in decreasing order, during the previous academic year;
2. The grade/average grade given for the compulsory subjects (without foreign languages and Physical Education);

(3) For the students who passed the current exams but who are listed with outstanding exams from the previous years, the weighted average grade shall be calculated by giving the grade 0 (zero) for the exams at which the student failed to obtain a passing grade.

Art. 177

(1) In light of this regulation, a student who gained all 60 credits afferent to the completed study year, by successfully passing the exams for the compulsory subjects and the chosen optional subject, according to the learning agreement, shall be considered an accredited student.

(2) The exam/s failed within the previous years influence the status of accredited student (for example : a student who is accredited during the 2nd year and who could be transferred to the budgeted places, as per the average grade he earned, shall be subject to reclassification, acc. to art. 179, indent (1) in case he/she had an outstanding exam during the 1st year.)).

(3) By the end of the first cycle (the 3rd academic year – specialisations: Medicine and Dental Medicine, the 2nd academic year – specialisation: Pharmacy), the student should gain all 180 credits and 120 credits, respectively.

Art. 178. The following categories of students shall not be subject to reclassification:

- a. Self-funded students who graduated from a faculty as a budgeted student;
- b. Self-funded students who graduated from a different faculty and who did not sit for an admission examination;
- c. students who have been expelled and re-enrolled as self-funded students, until the completion of the studies of the academic year during which they had been re-enrolled;
- d. students enrolled as self-funded students as a result of the approval of their transfer from private universities or after the recognition and validation of the studies they have completed overseas;
- e. students accepted based on the Acceptance Letter and/or without admission contest (non EU - self-funded students, tuition fee payable in foreign currency);
- f. students accepted at the programs where the available places are only self-funded places;
- g. the Romanian students admitted as self-funded students (tuition fees payable in lei).



Art. 179. Students transferred from other accredited higher education institution from Romania, who satisfy the relevant conditions for the successful completion of the academic year, shall keep their initial status (budgeted or self-funded students) only during the first academic year as of the moment of their transfer.

Art. 180. Olympic students admitted as budgeted students, without having to sit for and pass the relevant admission exam, shall keep their status only during the first year of study.

Art. 181

(1) Students who benefit from a one-year mobility grant shall keep their status (budgeted or self-funded students) they had during the year prior to their departure.

(2) Students who benefit from one-semester mobility scholarship shall be reclassified according to the provisions of art. 179 alin (1).

Art. 182 Upon returning from the complementary year, the student may be reclassified as a budgeted student, under the conditions outlined by art. 179 of this regulation.

Art. 183 Students who have lost budgeted-student status may continue their studies as self-funded students.

Art. 184

(1) The weighted average is expressed as the ratio between the sum of the grades (N) awarded for the core subjects and the credits related to the subjects (C), and the total number of credits of that year, except for two subjects: Physical Education and the summer practical courses, as per the formula : $Mp = \frac{\sum N \cdot C_n}{\sum C_n} / 58$.

(2)

(3) When calculating the weighted average grade of the study year, the compulsory and optional subjects that have been chosen, successfully completed by the student and their number of credits, are taken into account after the end of the exam retaking session or the re-examination session.

(4) The optional subjects additionally attended during an academic year shall benefit from additional credits, and these are being listed only by the diploma supplement. These subjects are not taken into account when calculating the weighted average grade of the student.

(5) The optional subjects additionally attended during an academic year benefit from additional credits, and these credits are listed only in the diploma supplement. These subjects are not taken into account when calculating the weighted average grade of the student.

(6) Any credits obtained in advance are not taken into account when calculating the credits necessary for the successful completion of the study year. Credits taken in advance shall be considered only for the semester / year when the subject contracted in advance is attended;

Art. 185. Re-classification of students in order to assign budget-funded places shall be carried out by the registry personnel of every Dean's Office, with the support of student organizations; this procedure shall be verified and certified, under signature, by the Dean of each faculty.

Art. 186. The re-classification lists are posted and displayed on the bulletin board of the Dean's Office during the first week of the academic year.

Art. 187

(1) The potential challenges regarding the annual re-classification of the students shall be submitted within 48 after their posting, at the Dean's Office of the faculty, via the University Registry, room 1, from 08.00-14.00.

(2) The settlement of the challenges shall exclusively fall with the Faculty's Dean.

(3) After the settlement of the challenges, the lists with the re-classification of students that include the final and indisputable results shall be drawn up and posted.

Art. 188

(1) Candidates who have benefited from partial budget funding within a bachelor's degree program, and have been declared admitted to the admission contest organized at "Victor Babeș" University of Medicine and Pharmacy in Timișoara, shall be enrolled on the tuition fee-based places, starting with the first year of studies.

(2) The category of students referred to in paragraph (1) shall be entitled to be reclassified on the state-budgeted places, only after the completion, on a fee-based regime, of the number of years of studies related to the years that have been previously attended, on a fee free basis, in relation to the criteria and performance standards for the annual reclassification of students, established by the university management.

(3) The self-funded students who have been reclassified to occupy the state-budgeted places are required to submit, in original, the baccalaureate diploma to the faculty / department registry office, no later than the last day



set for the enrollment to the academic year, but not later than 30 calendar days from the beginning of the academic year, under the sanction of losing the state-funded place, obtained by reclassification.

CHAP. 11. STUDENT MOBILITY AND RECOGNITION/VALIDATION OF STUDIES COMPLETED IN OTHER NATIONAL OR INTERNATIONAL HIGHER EDUCATION CENTRES

I.16 General Provisions

Art. 189

(1) The academic mobility represents the students right to have recognized their transferable credits, under the legal conditions, gained within other academic institutions accredited/authorized to temporarily operate in Romania or abroad.

(2) The students mobility may be domestic or international, as well as final or temporary, for all forms of education.

(3) The academic mobility shall be carried out subject to the observance of the legal provisions regarding the schooling capacity and academic education financing, in compliance with the provisions of this Regulation.

Art. 190

The transferable credits recognition in case of the international academic mobility may be done by the academic institutions only for the person who proves his/her student status with relevant documents issued by the academic institution he /she had attended.

Art. 191

(1) The academic mobility can be carried out as a result of the student approach, respectively of the doctoral student:

- in compliance with different inter institutional agreements;
- only based on the approval of the hosting or receiving academic institutions temporarily accredited/authorized, as the case may be.

(2) The inter institutional agreement consists in filling in and signing the standard Mobility Application Form, provided in the Annex to the Order 5140/2019, as follows:

- the student registers the Mobility Application Form to the academic institution where he/she desire to get the mobility approved;
- after obtaining the mobility acceptance, the student requests the mobility of the higher education institution where he / she is enrolled;
- the higher education institution that accepts the mobility shall firstly sign the student's mobility request, then the institution from which the student leaves shall sign the form;
- the conditions under which the mobility takes place are also mentioned in the application form.

I.17 The final mobility (the transfer)

Art. 192

The final internal academic mobility is carried out upon the student's request both for the budgeted students financed and for the self-funded students and it is achieved in compliance with the legal provisions on schooling capacity and financing of higher education, under the agreement of the provisionally accredited / authorized higher education institutions, in accordance with the provisions of the regulations on the professional activity of students.

Art. 193

(1) The final domestic academic mobility may be carried out after the first year till the completion of the penultimate study year, in relation to the same specialization.

(2) For undergraduate studies, final academic mobility may be achieved only at the beginning of the semester, after the first semester and until the end of the penultimate semester, between study programs with the same total number of compulsory transferable study credits, from the same scientific branches.

Art. 194

Final mobility is based on the principle “grants follow the student”.

Art. 195

(1) The provisions regarding the final domestic mobility are also applied in the case of the students coming from the member states of EU, SEE and Swiss Confederation.



(2) For the third countries, the provisions of the bilateral agreement and of the international agreement in matter, in force at the mobility carrying out date, shall be applied.

Art. 196

(1) Final academic mobility may also be achieved within the same higher education institution. Only the students who have successfully passed all their exams may transfer to UMFVBT, from other educational institutions / between UMFVBT faculties or between study programs with the same total number of compulsory transferable study credits. Students with overdue credits are not accepted for permanent internal mobility.

(2) The students may get the transfer to UMFVBT only if they had been declared accepted to the admission contest organized at the faculties from where they are coming.

Art. 197

The students from the accredited private faculties may be transferred only under fee based regime, without possibility to be reclassified on the budgeted places, until the completion of the study program.

Art. 198

The students, citizens of third countries, scholars of the Romanian State or state-financed as a result of different inter-governmental agreements, may be transferred subject to the observance of the regulations in force.

Art. 199

The final academic mobility within UMFVBT of the students who, previously, left UMFVBT, via the transfer to other academic institutions shall not be accepted.

Art. 200

The transfer approval from UMFVBT is subject to payment of all the debts towards UMFVBT.

Art. 201

(1) The applications for final internal mobility shall be submitted to the higher education institution where the student wants to be transferred, respectively to the registry office of the faculty to which the student wishes to transfer.

(2) The registered applications shall be then submitted to the Dean's office of the faculties as of the first working day of September until the 15th of September or until the last business day before the date of September, 15.

(3) The chief registrar of the faculty where the student wants to be transferred shall receive the files and shall submit thereof before the validation commission.

(4) The dean's offices of the faculties may fill in the evaluation grid with the university's specific conditions.

(5) The term assigned for the settlement / evaluation of the files for the final mobility of students by the Studies Validation Commission, organized at the level of every faculty, shall not exceed 10 business days after the end of the term for submitting the mobility applications.

(6) The Studies Validation Commission analyzes the mobility files, evaluates the files, gives a score to each file and draws up a ranking of the files. The files are graded on the basis of an evaluation grid specific to each individual faculty.

(7) The applications admitted by the Studies Validation Commission shall be submitted to be endorsed by the Rector of UMFVBT.

(8) For the validation of the mobility, the consent of both the Rector and the Dean of the university / faculty from which the student comes are mandatory.

(9) The mobility is effective after the applicant student submits the entire documentation required for registration upon the deadline requested by "Victor Babeș" University of Medicine and Pharmacy of Timișoara.

Art. 202

(1) The file for final internal mobility shall include the following documents, in original, translated into Romanian and duly notarized (where applicable):

- Standard application form, duly registered with the registry office of UMFVBT (Attachment no. 1)
- Transcript of records;
- Syllabus (with the detailed presentation of the core, optional and elective subjects);
- Curriculum (length of courses, number of hours assigned for the course/practical courses, traineeships);
- Certificate regarding the successful pass of the admission examination, released by the faculty from which the student came;
- Study Acceptance Letter /Certificate of recognition of the baccalaureate diploma, for foreign students;



- Linguistic proficiency certificate, issued within no more than 5 years, for foreign students;
- Medical fitness certificate;
- Letter of recommendation from a teacher, countersigned by the Dean of the faculty of origin;
- Proof of payment of the studies recognition fees;
- envelope.

Art. 203

(2) All the documents based on which the studies recognition is required shall be submitted only once. The files later/afterward completion is not allowed.

(3) The final mobility application (transfer) shall be endorsed by the Dean and approved by the University Rector.

(4) The final mobility application (transfer) between the UMFVBT faculties or between studies curricula of the one faculty shall be endorsed by the deans and approved by the University Rector and Board of Administration.

Art. 204

For the studies recognition, the following requirements must be met at the same time:

a) Studied subjects content (certified through the syllabus) and the studied subjects duration (certified through the curriculum) must be in compliance with the equivalent syllabus and curriculum of UMFVBT at least in proportion of 70%, subject to the minimum number of the theoretical activity to be observed;

b) the sum of transferable credits related to subjects that are constituted in differences, due to the failure of studying certain subjects from the curriculum of the UMFVBT and which shall be validated by difference exams, shall not exceed 20 credit units, within the cycle and 15 credit units / academic year;

c) When calculating the credit units from item (b), the optional subject;

d) Only the subjects for which the applicant passed the exams in the educational institution where he/she did his/her studies are taken into account;

e) the practical courses and the clinical internships completed, but which were not followed by passing the related exams, are not recognized;

f) The studies older than 3 years as of the date the relevant exams have been passed are not recognized.

Art. 205

(1) Only the studies passed within of different higher education institutions pertaining to the same scientific branch, studies whose purpose is the getting the physician, dentist or chemist degree diploma, may be recognized.

(2) The equivalence of the studies completed within certain faculties such as the Faculties of Biology, Chemistry, Veterinary Medicine, the Nursing Colleges, Medical Colleges or other master's degree studies is not accepted.

(3) Students enrolled under the final transfer conditions are bound to sit for and pass the equivalence exams within the first and/or the following years as of their enrolment at UMFVBT, within the cycle.

(4) The recognition of studies completed to other higher education institutions or even in relation to other study programs within UMFVBT shall be acknowledged only by the Studies Validation Commission at the level of each faculty.

(5) Recognition of studies by the Studies Validation Commission is made at the beginning of semester 1 or semester 2 of the academic year.

I.18 Recognition of studies completed in other higher education institutions overseas

Art. 206

Within UMFVBT, the final international mobility refers to the students who studied to a university abroad may ask for the recognition of their studies completed abroad.

Art. 207

The evaluation procedure of the file submitted by the students requesting the recognition of the studies completed abroad is defined by this regulation, in accordance with the MECS Order no. 3223/2012 on the Methodology for recognizing the studies completed abroad, the MEN Order No. 5140/2019 for the approval of the Methodology on the academic mobility of students, MEN Order no. 3473 / 17.03.2017 on the Methodology for receiving for further education purposes of foreign citizens, starting as of the academic / university year 2017-2018



and the MEC Order no. 4,151 of April 24, 2020 on the amendment of the Methodology for receiving for further education purposes of foreign citizens, starting as of the academic / university year 2017-2018, approved by the Order of the Minister of National Education no. 3473/2017.

Art. 208

Periods of studies based on different agreements concluded between academic institutions accredited in Romania and academic institutions accredited abroad or of different international programs, are recognized by the University in compliance with the respective agreement provisions or mobility programs.

Art. 209

(1) The recognition of the studies completed abroad within certain mobility programs which have not been regulated shall be acknowledged by the studies recognition commissions at the level of each faculty, according to this regulation.

(2) Periods of study completed abroad may only be recognized for the students who have successfully passed all their exams. Applications from students with overdue credits are not accepted.

(3) Recognition of study completed abroad may be made after the first year and until the end of the first cycle of studies, and students may be enrolled, as appropriate, in the years of study corresponding to the first cycle, respectively years of study II-III, in the specializations Medicine and Dental Medicine, and the year of study II, in the specialization Pharmacy.

Art. 210

(1) "Victor Babeș" University of Medicine and Pharmacy from Timișoara reserves the right to refuse the recognition of studies completed to other institutions with which there are no agreements on the recognition of studies or which do not apply the ECTS system.

(2) In these cases, the decision is taken by the Studies Validation Commission in the faculty and approved by the Dean of the faculty.

(3) The challenges shall be discussed in the Board of Directors of the University, the decision being final.

Art. 211

The file regarding the recognition of the studies completed abroad shall include the following documents:

1. Standard application form including mentions regarding the studies year for what the equivalence is required, as well as the student contact data (e-mail, telephone, origin country, country from where the transfer is required, permanent address), registered with the UMFVBT Registry Office. The typed form is also available on the University website – www.umft.ro; (Attachment no. 2)

2. Certified copy and certified translation of the Baccalaureate Diploma, or, as the case may be, the Baccalaureate Diploma Equivalence Certificate issued by the competent authorities in the issuing country;

3. The document (curriculum) certifying the schooling situation for the completed years of study, bearing the apostilla or being superlegalized (as the case be), which must include: subjects, grades, credits number / number of points, number of course hours for each subject, issued by the academic institution from where the applicant comes - certified copy and certified translation in Romanian language;

4. The syllabus (the content of the subjects studied in the academic institution from where the applicant comes) and certified translation in Romanian language;

5. Official certificate showing the grading system applied in the academic institution where he/she studied and its equivalence in the ECTS system and certified translation, as the case may be;

6. the certificate of completion of the preparatory year of Romanian language or the certificate of linguistic competence for the language of instruction and examination, as the case may be;

7. Copy and certified translation of the Certificate of Birth;

8. Copy of the document attesting the stable domicile abroad;

9. Copy of the passport;

10. Certified copy of the Certificate of Marriage, in case the name mentioned in the study documents is not the same with the name from the identity document and, as the case may be, the certified translation in Romanian language;

11. Statement on his/her own responsibility that the studies previously accomplished had not been interrupted as a result of the expelling caused by the violation of the origin university ethics and deontology code;



12. Medical Fitness Certificate (in an international language) attesting the fact that the person which is going to register for studies do not suffer of contagious diseases or other diseases incompatible with the future profession;

13. envelope;

14. The studies recognition fee of 50 euro (not refundable), paid by wire transfer into the bank account outlined below:

BENEFICIARY: „VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA

Bank name: BANCA TRANSILVANIA, AGENTIA BEGA TIMIȘOARA

Address: Str. Palanca nr. 2, Timișoara, România

▪ **IBAN: RO53BTRL03604202A6896600**

▪ **SWIFT: BTRLRO22TMA**

Art. 212

(1) Dosarul de recunoaștere a perioadei de studii efectuate în străinătate se depune sau se transmite prin poștă de către solicitant la Departamentul Relații Internaționale al universității, în perioada **14.06.2021 - 25.06.2021**, la adresa:

Departamentul Relații Internaționale

Universitatea de Medicină și Farmacie „Victor Babeș” din Timișoara, România

Piața Eftimie Murgu nr. 2,

Timișoara, cod 300041

Date de contact: Agnes Balint,

Tel.: +40 256 434418, +40 256 204250; E-mail: relint@umft.ro

(2) The Registry of the International Relations Department verifies whether the file contains all documents provided in the previous article and send it, via the University Registry, to the Dean of the faculty for which the recognition of studies is requested, in order to convene the specialized commission / equivalence.

(3) Incomplete files or the files sent via facsimile are not accepted.

(4) The study validation commission at the level of each faculty shall analyze the files submitted from 06/28/2021 to 07/02/2021 and shall communicate to the Department of International Relations, via the Registry Office, the result of the recognition process, from July 5th to July 6th 2021. The International Relations Department communicates to the candidates, by e-mail, the decision delivered by the studies recognition commission on 07/08/2021. Candidates who agree the decision delivered by the studies recognition committee may send the application files by post from 07/12/2021 to 07/23/2021, according to: http://www.umft.ro/admitere-2019_678 (limba română), http://www.umft.eu/admission-2019_704 (limba engleză), http://www.umft.org/admission-2019_701 (limba franceză).

Art. 213

The term for settling the recognition file by the faculty's studies recognition commission may be extended in cases where it is necessary to verify the authenticity of the academic documents and the status of the issuing university, without however exceeding 10 working days as of the submission of the file, the applicant being informed in writing as to the reasons for the delay.

Art. 214

The decision of the studies recognition commission is final. No challenges are allowed.

Art. 215

The evaluation completed by the specialized studies validation commissions operating at the level of the faculty in relation to the academic documents and the study documents for validation purposes, shall be made by going through the following stages:

1. checking of the statute of the study program and academic institution which issued the schooling documents and study documents submitted for recognition, as well as the level of the study program attended within that academic institution. In case the issuing academic institution is not recognized / accredited in the state of origin, the studies documents submitted by the applicant are not recognized;

2. transmission of the academic file containing the study documents, in electronic form, to CNRED [National Center for Recognition and Equivalence of Diplomas], in case there are doubts in terms of their issuance, authenticity and legality;

3. analyzing the following elements:

a. the transferable and cumulable study credits number - ECTS or the points accumulated within the studies accomplished at the academic institutions from where the applicant comes;

b. the results got during the previously accomplished studies, highlighted by different



- evaluation/grading systems. To that effect, it is necessary to do the conversion of the got averages using the conversion grid, provided in the annex which is integral part of the present methodology;
- c. curriculum studied in the academic institution from where the student comes.

Art. 216

Pentru recunoașterea studiilor efectuate în străinătate este necesară îndeplinirea cumulativă a condițiilor prevăzute de prezentul regulament pentru recunoașterea studiilor efectuate într-o altă universitate din țară:

- a) detailed content of the subjects that have been attended (certified under the relevant syllabus) and the length of the studied subjects (certified via the curriculum) must be in compliance with the equivalent syllabus and curriculum of UMFVBT at least in proportion of 70%, subject to the minimum number of the theoretical activity to be observed;
- b) the sum of transferable credits related to subjects that are constituted in differences, due to the failure of studying certain subjects from the curriculum of the UMFVBT and which shall be validated by difference exams, shall not exceed 20 credit units, within the cycle and 15 credit units / academic year;
- c) When calculating the credit units from item (b), the optional subject;
- d) Only the subjects for which the applicant passed the exams in the educational institution where he/she did his/her studies are taken into account;
- e) the practical courses and the clinical internships completed, but which were not followed by passing the related exams, are not recognized;
- f) The studies older than 3 years as of the date the relevant exams have been passed are not recognized.

Art. 217

(1) After the evaluation mentioned at the previous article, the specialty / equivalence commissions members from each faculty level, give the following settlements:

a) immediate recognition, in case when there are not found out important differences regarding the elements above mentioned and the applicant may have equated the minimum number of study credits necessary for the enrolment in the ongoing academic year, as provided by the University regulations.

b) implementation of compensatory measures, respectively difference examinations, in case substantial differences are found, which must be applied in order to enroll the applicant in the corresponding study year, within the limit established by this regulation for internal mobility. The sum of all transferable credits related to certain subjects that constitute differences, due to the lack of studying certain subjects outlined in the curriculum of the UMFVBT and which are to be validated by difference exams, shall not exceed 20 credit units, within the cycle.

c) rejection of the request for recognition of the studies accomplished abroad because the requirements provided by the University regulations are not met.

(2) The Studies Validation Commission's decision is made known to the applicant, by mail or electronic mail, by the registry of the University International Relationships Department, within two business days as of the date of settling the file.

(3) As of the communication date of the decision regarding the equivalence exams taking, by mail or e-mail, the applicant must state in written, within no more than two business days, his/her agreement on sitting for the equivalence / difference exams.

(4) Both, the exams taken and recognized at the origin academic education institution, as well as the exams taken as compensatory measures are mentioned in a relevant protocol.

(5) The decision of the studies validation commission, accompanied by the applicant's file, is submitted to the Department of International Relations, through the University Registry, in order to complete the file.

(6) The applicant's file is completed with the following documents:

- The protocol drawn up by the studies validation commission which outlines the year of studies to which the candidates may be enrolled and the possible equivalence examinations determined by each faculty, by comparing the curricula and the syllabi with the obligation to have the authenticity of the presented documents verified by the educational institution, by direct correspondence with the educational institutions issuing the study documents, after settling the file;
- Certificate of equivalence of the baccalaureate diploma issued by the specialized directorate within the MEN / Letter of acceptance to studies, document issued by the specialized directorate within the MEN following the recognition by the University of the periods of studies completed abroad;
- Certificates or diplomas of language proficiency, according to the Methodology for admission and enrollment to the undergraduate studies of foreign nationals from third countries and nationals of EU, EEA and CH countries;
- Documents required for registration in the admission competition, according to the Methodology for admission and registration for undergraduate studies of foreign nationals from third countries and citizens of EU, EEA and CH



countries, http://www.umft.ro/admission-2019_678 (Romanian language), http://www.umft.eu/admission-2019_704 (English language), http://www.umft.org/admission-2019_701 (French language).

Art. 218

(1) The enrollment of students for whom the recognition of studies completed abroad has been approved shall be made within no less than 30 days from the beginning of the academic year, under the conditions provided by this regulation for enrolling foreign citizens in the first year of studies.

(2) The University's Department of International Relations shall give a notice of principle for the provisional enrollment of students and will issue the Decision (Order) of admission to studies, approved by the University Rector.

(3) For the processing of the file at the Department of International Relations, a fee of 200 euros (non-refundable) is paid by wire transfer.

(4) For the enrollment purposes, students shall appear personally, at the registry offices of the faculties, within the term established for the enrollment purposes, during the public business hours: Monday-Friday, from 12.00 to 15.00, with the Studies Acceptance Decision (Order), accompanied by copies of the following documents:

- letter of acceptance to studies (for self-funded students from third countries,) / certificate of equivalence of the baccalaureate diploma (for students from EU, EEA and Switzerland);
- the certificate of linguistic competence for the Romanian language (for those who study in Romanian), respectively the certificate for passing the foreign language test (for those who study in English or French);
- proof of payment of the tuition fee (in full), endorsed by the Financial-Accounting Service of the University.

(5) The complete files of students for which the recognition of the studies completed abroad has been approved shall be submitted by the Department of International Relations, to the registry offices of the faculties, in order to draw up the enrollment decisions.

(6) The decision (Order) for admission to studies is valid until the date of elaboration of the enrollment decisions and the final enrollment of the foreign students, at the latest on December 2 of the current academic year.

(7) The enrollment of students for whom it has been approved the recognition of the periods of studies completed abroad within the cycle of undergraduate university studies is made:

- on the spot based on a foreign currency tax, without the right of reclassification, for foreign and Romanian citizens everywhere,
- on the spot based on a fee in lei, without the right of reclassification, for Romanian citizens.

Art. 219

All documents issued in the process of recognizing the studies conducted abroad are archived to the applicant's file.

Art. 220

Taking the equivalence exams as compensatory measures is carried out in accordance with the regulations of the University on the period of taking the exams, respectively of the outstanding exams, re-examinations and payment of the corresponding fee, established by the University Senate.

Art. 221

The Supplement to the Bachelor's Degree shall be filled in, as a result of the abroad accomplished studies recognition, in its chapter/section 5 "Additional Information" with the following: equated studies years, origin academic institution, mention regarding the equivalence exams taking or selection exams, as the case may be, as well as the document issued by the Ministry of National Education regarding the studies continuing approval.

1.19 Students temporary domestic mobility

Art. 222

The student may benefit of temporary domestic mobility between two accredited / temporarily authorized academic institutions, as the case may be.

Art. 223

(1) The temporary domestic mobility, on budgeted or self-funded places, may take place after the first study year, after the exam session completion.

(2) The compatibility of the curriculum for the recognition of transferable study credits is established prior to the mobility period, and the recognition of transferable study credits is made after the completion of the mobility, in accordance with the interinstitutional agreement and regulations of the higher education institutions involved.



Art. 224

„Victor Babeș” University of Medicine and Pharmacy of Timisoara is not a partner and it is not involved in any program of students' temporary mobility with other academic institutions from Romania.

I.20 Temporary international mobility (Erasmus)

Art. 225

The temporary international mobility through international programs is carried out in compliance with the regulations regarding those programs. These mobilities take place according to European Commission Legislation [(eu) Regulation no. 1288/2013 of European Parliament and Council on 11th of December 2013, which establishes „erasmus +” action: the union program for education, training, youth and sports, and abrogation of decision no. 1719/2006/ce, no. 1720/2006/ce and no. 1298/2008/ce] and Bilateral Agreements established between our university and partners' universities.

Art. 226

The temporary international mobility on own account represents the temporary mobility carried out outside the framework established by an international program and it is accomplished with the approval of the origin accredited / temporarily authorized academic institutions, respectively the receiving ones.

Art. 227

- (1) The recognition of the study implies the total and automatic recognition of the study or placement period as well as the recognition of the total number of transferable credits gained by the student during the traineeship by the management of the faculties where the student is enrolled.
- (2) The recognition of studies implies the recognition of the grades / average grades / credits certified within the official transcripts of records as being obtained by the student at the hosting higher education institution.

Art. 228

The validation of Erasmus study or placement periods as well as of the grades obtained in the subjects completed during the internship shall be done according to a clear, transparent and focused conversion rules on competencies and not on the names of the subjects, based on a correspondence between the grading systems of the two states participating in the mobility proceeding.

Art. 229

The procedure for recognizing the study periods of LLP-Erasmus students is stipulated in the Regulation on the recognition of study or placement periods carried out during LLP-Erasmus mobility processes.

Art. 230

Recognition of periods of study completed abroad under the unregulated temporary mobility proceedings shall be carried out under the conditions laid down in this Regulation.

CHAP. 12. STUDIES COMPLETION EXAMS

Art. 231

The Bachelor's degree studies within the UMFVBT faculties shall be completed with a Bachelor's Degree exam which shall be organized in compliance with the faculty's own Bachelor's Degree Regulation drawn up and updated on an annual basis, according to the directions given by the Ministry of National Education.

Art. 232

- (1) The Bachelor's exam includes two examination modules:
 - The fundamental and specialty knowledge testing/evaluation: this test is organized as a written test having a national component part and a practical testing for the study subjects requiring such a testing;
 - presentation and defense of the Bachelor's Degree thesis.
- (2) The passing average grade for each test shall be at least 5,00 (five), and the passing average grade of the Bachelor's exam shall be of at least 6,00 (six).

Art. 233

- (1) Within „Victor Babeș” University of Medicine and Pharmacy of Timișoara, the following students may sit for and take the Bachelor's degree examination: own graduates who have successfully completed the



studies/temporary authorized or accredited specializations programs, and who passed all the evaluation exams taken during the Bachelor's degree academic studies programs.

(2) The graduates of the specialties/accredited studies programs or specializations/studies programs authorized for temporary operation within “Victor Babeș” University of Medicine and Pharmacy of Timișoara shall register with the faculties Dean's Office and shall sit for the Bachelor's degree examinations organized within “Victor Babeș” University of Medicine and Pharmacy of Timișoara.

(3) For a university study program, the final examination is organized and carried out under the same conditions for all graduates.

(4) Within “Victor Babeș” University of Medicine and Pharmacy of Timișoara, the bachelor's exam may be taken within 3 years as of the graduation date.

Art. 234

The University shall inform the candidates/examinees in relation to the studies completion examinations periods, registration periods and requirements, topics, bibliography, programs, access to the libraries, preparatory courses, etc., through the faculties' registry offices, display at the institution headquarters and/or web page.

Art. 235

(1) The studies completion exam commissions are established on studies programs/ specializations programs, according to the University Senate decision, at the proposal of the faculties boards, respectively at the Rector's proposal, and approved by the University Administration Board. The commissions structure is published on the University site, www.umft.ro.

(2) The University management, the Dean's Offices and examination commissions are fully responsible for the process of organizing and preparation of the studies completion examinations.

Art. 236

The diplomas/degrees of the graduates who passed the bachelor's exam in the graduated Bachelor's program / graduated specialization program, shall be issued by „Victor Babeș” University of Medicine and Pharmacy of Timisoara in no more than 12 months as of the completion date.

Art. 237

(1) Until the degree issuing, the graduated who passed the Bachelor's exam receive the Studies Graduation Certificates, within 30 calendar days from the Bachelor's degree exam completion date.

(2) This Graduation Certificate offers to its holder the same rights as the degree/diploma and it must have mentioned the names and signatures of the responsible people from the academic institution and the following information:

- a) the field of university studies;
- b) the study / specialization program;
- c) the study period;
- d) average grade of the years of study;
- e) the average grade of the final exam;
- f) the status of accreditation / authorization of provisional operation, the form of education, the language of instruction, the geographical location, the number of credits and the statutory regulation that determines them (Government decision, order of the minister, as the case may be);
- g) number of the ministerial order / letter of acceptance / approval of schooling / certificate of recognition of studies - for foreign students.

(3) Graduates are usually issued a single certificate of completion of studies. In case of loss or destruction, upon request, a new certificate is issued, with a new registration number, the validity term of which falls within the maximum period of 12 months calculated as of the date of passing the final exam.

Art. 238

The graduation certificate without a university graduation exam certifies the successful completion of a study program and it is issued upon request to graduates who have not taken or who have failed the graduation exam. It is drawn up by the graduated institution and includes the following mandatory minimum elements:

- a) the field of university studies;
- b) study / specialization program;
- c) study period;
- d) average grade of the years of study;



e) the status of accreditation / authorization of provisional operation, the form of education, the language of instruction, the geographical location, the number of credits and the normative act that establishes them (Government decision, order of the minister, as the case may be);

f) the number of the ministerial order / letter of acceptance for studies / approval of schooling / certificate of recognition of studies - for foreign students;

g) the position, name, surname and signature of the university officials on the completion date (rector, university chief secretary, dean, faculty chief secretary) and the seal of the institution.

CHAP. 13. DIPLOMAS / STUDY DOCUMENTS

Art. 239

(1). The study documents issuing terms and conditions are publicly posted onto the bulletin board of the university registry office, section: Study Documents as well as onto the UMFVBT website (www.umft.ro); they are also detailed and included into the Study Documents Regulation, approved by the University Senate.

(2). On the issuing date, the graduate shall be present with his/her Identity Document - IB/IC or passport, in original, valid on the study document/s issuing date.

Art. 240

(1) The holders of the study documents or their representatives are entitled to request the release of the study documents duly filled out after no less than 12 months as of the date of the successful pass of the study completion exam.

(2) A study document outlining the full or partial completion of studies shall be issued to its holder free of cost.

(3) Where the holder is not able to personally appear, the study document may be issued to his/her proxy, on the basis of a power of attorney duly notarized and/or based on a certified true copy of a power of attorney, which expressly states that the proxy may pick up the study papers.

(4) Where the notarial power of attorney has been prepared overseas, it shall be submitted in original, being accompanied by its legalized translation. The power of attorney must have the apostille affixed or super-legalized by the competent authorities of the state where it has been drawn up, except for those drawn up in the states that have concluded conventions, treaties or agreements with Romania on legal assistance in civil matters, which provide exemption from any such legalization procedures.

Art. 241

(1) The study documents which have been filled out but not picked up by their holders/representatives shall be kept in the UMFVBT archives with expiry term attached.

(2) The study documents which have been filled out but have not been picked up because of the death of their holders may be issued to a member of the holder's family (1st or 2nd degree next of kin), based on an application approved by the UMFVBT Rector, to which a certified copy of the Death Certificate and an affidavit regarding the reasons invoked in relation to picking up the study documents shall be enclosed.

(3) The powers of attorney drawn up at the Romanian embassies or consulates from various states are accepted. Powers of attorney made under the signature of the ambassador / consul shall not be translated or subjected to the apostille procedures.

Art. 242

In case of loss, complete or partial damaging of a study document, a duplicate of the said document may be issued if in the institution archives there is the respective document stub and/or other legal documents which reflect the holder's studies situation or if the archives was destroyed under force majeure circumstances (natural calamities, fires, etc.), by the statement of grades/transcript of records restoration by the institution.

Art. 243

(1) For the release of a duplicate after a study document, the holder shall submit a written formal request to the UMFVBT Rector to which he/she shall add the following documents:

1. a written statement of the document holder, including all elements necessary for the identification and detailing the circumstances under which the document had been lost, completely destroyed or partially damaged;
2. a certified copy of the Certificate of Birth;
3. two photos of the document holder - recently done, on photographic paper, color, 3x4 cm form;
4. proof of the publication in the Official Gazette of Romania, the IIIrd Part, regarding the loss of



the respective study document - in case of a lost study document or of the study document in case - if it is partially damaged;

5. proof of the payment of the duplicate release fee;

6. the damaged or laminated document;

a notarized power of attorney – certified true copy.

(1) The file including the documents provided at indent (1) shall be submitted by its holder or his/her empowered representative at the Study Documents Office (ground floor, room 20), in order to be checked.

(2) If duplicates after a series of study documents are required, then, according to the laws, the duplicate request shall be done separately for each and every document (a separate file). At the same time, the taxes shall be separately paid for each duplicate.

(3) All approvals given in relation to the release of duplicates shall be kept in the institution's archives, being subject to no expiry terms.

Art. 244

The study documents forms which are not still valid or had not been used for 10 years from their procurement may be deleted/disposed of.

Art. 245

For the release of the study documents, UMFVBT may charge certain fees, according to the terms and conditions determined by the University Senate, in compliance with the legal provisions in force.

CHAP. 14. REWARDS. SANCTIONS

Art. 246

For remarkable results obtained at school, scientific activity or other remarkable merits, the student may be rewarded by:

- his/her distinguishing at the study, faculty or university level ;
- award of the diploma of merits for remarkable results in the learning activity and at the Bachelor's examination, depending on the average limit established by the Faculty or University regulations. .
- participation to camps, scientific events;
- scholarships, according to scholarship regulation;
- other distinguishing forms, with the approval of the Board of Administration, in compliance with the legal provisions.

Art. 247

(1) Failure by the student to meet his/her duties resulting from the University regulations, as well as the provisions included in the University Charter by the University Senate and the Ethics and professional Deontology Code may cause the application of different sanctions (admonition, scholarship temporary suspension, suspension of some facilities the student enjoys and, in extreme cases, expelling from the Faculty) according to the legal provisions and own regulations in force.

(2) The sanctions shall be applied depending on the offence seriousness, their recurrence, conditions under which they were committed. They may be contested at the level of the University management forms in 15 days from the sanction communication date and shall be solved in 30 days from its registration/entry date.

(3) The student shall be informed about the sanction and the sanctioning decision shall be annexed to the student's personal file.

CHAP. 15. ATTACHMENTS, EXHIBITS

Attachment no. 1 – Standard application form – Internal final mobility

Attachment no. 2 - Standard application form for recognition of studies completed overseas

Attachment no. 3 – Assessment scale per faculties – internal final mobility

Attachment no. 4- Standard application form – Enrolment to the complementary year

Attachment no. 5 - Standard application form – Interruption of studies

Attachment no. 6 - Standard application form – Withdrawals

Attachment no.7 - Standard application form – Resumption of studies

Attachment no.8 - Standard application form – Re-enrolment

Attachment no. 9. – Standard application form – Extension of instruction period due to medical reasons

Attachment no. 10 – Model of Record Ledger for the numbers of the valid and effective learning agreements

CHAP. 16. FINAL AND TRANSITORY PROVISIONS



Art. 248

(1) The Regulations may be modified depending on the laws changing or the proposals of the faculties boards, only with the University senate approval.

(2) The faculties boards and the Administration Board may adopt/pass decisions regarding the detailing of different articles of the present Regulation, depending on the activity particularities.

Art. 249

In order to know the present Regulation content, the following procedure shall be followed:

- it shall be displayed on the University website (www.umft.ro);
- it shall be distributed to the heads of departments, the subjects coordinators and the Dean's Offices, who are bound to inform the teaching staff members and the students.

Art. 250

The following regulations and methodologies complete this Regulation:

- The University Charter of the students rights and obligations;
- The Regulation for the organization and carrying on of the admission/preliminary examination at the Bachelor's academic studies cycle at „Victor Babeș” University of Medicine and Pharmacy of Timișoara;
- Hostel accommodation rules regarding the organization and operation of the hostels within „Victor Babeș” University of Medicine and Pharmacy of Timișoara;
- Scholarships granting regulation at „Victor Babeș” University of Medicine and Pharmacy of Timișoara;
- Regulation regarding the recognition of the study periods or placement carried out in the LLP - ERASMUS mobilities framework;
- Recognition methodology of the studies attended overseas;
- Regulation regarding the planning and holding the Bachelor's degree examinations;
- Regulation regarding the management, completion, filling in and issuing of the study documents and records registers;
- Regulation regarding the tuition fees and other fees;
- Students grading methodology applicable at the UMFVBT level;
- Registration/enrollment and enrolment regulation;
- Performance criteria and standards for the students transfer from the tax/fee based education to the no fee/budgeted education.

Art. 251

Any other opposite regulations shall be abolished on the date of the present Regulation approval.

Art. 252

The students' annual reclassification system regarding the occupation of financed places from the state budget for Bachelor's academic studies, depending the weighted average, is applied starting with the 1st year, academic year 2016 - 2017.

The Senate of the University of Medicine and Pharmacy „Victor Babeș” from Timișoara approved this Regulation this..... day of , the same date as of which it comes into force.

RECTOR,

Prof. Ph.D. Octavian Marius Crețu

**Endorsed by Legal
Department**
Legal Adviser, Dr. **Codrina Mihaela Levai**



Attachment no. 1

Registration number _____

UNIVERSITY _____
 (from where the student is coming)
 No. _____ / _____

UNIVERSITATEA _____
 (where the student is coming)
 No. _____ / _____

AGREED
 RECTOR,

 L.S.
 (from where the student is coming)

AGREED
 RECTOR,

 L.S.
 (where the student is coming)

For the Attention of
UNIVERSITY _____

_____ the undersigned student of _____
 University, Faculty of _____, study program _____
 _____ year _____, academic year _____, fulltime attendance, state-funded/ self-funded, please be kind to
 approve the **STUDENT MOBILITY** to the _____ University, in the
 _____ year of study, academic year _____, at the Faculty of _____, study
 program: _____, fulltime attendance, state-funded/ self-funded.

Hereby ask for the approval of the mobility due to the following reasons:

I hereby attach the following documents:

1. _____
2. _____
3. _____

Dated _____

Applicant's signature _____

FAVOURABLE ENDORSEMENT
 FACULTY DEAN

 (from where the student is coming)

FAVOURABLE ENDORSEMENT
 FACULTY DEAN

 (where the student is coming)

The application form shall be filled out in 2 copies (one copy for every university/faculty)

TRANSCRIPT OF RECORDS
(SUMMARY)

As per the academic years, in relation to the following
 student _____

Year _____	academic year _____	average grade * _____
Year _____	academic year _____	average grade * _____
Year _____	academic year _____	average grade * _____
Year _____	academic year _____	average grade * _____
Year _____	academic year _____	average grade * _____
Year _____	academic year _____	average grade * _____
Year _____	academic year _____	average grade * _____
Year _____	academic year _____	average grade * _____

Length of studies _____ years,

The aforementioned applicant acted as a budgeted-self-funded student



The aforementioned applicant sat for the admission examination at the Faculty of _____, exam session _____, scoring the following average grade _____.

We hereby acknowledge the accuracy of the data contained herein.

FACULTY CHIEF REGISTRAR,

FACULTY REGISTRAR,

DEAN,

Signature,

L.S.

NB: The application form shall be filled out in 2 copies (one copy for every faculty)

Attachment no. 2

Registration number ____

For the Attention of

„VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA

_____ the undersigned applicant born on _____, country: _____, place: _____, with permanent address in _____, identified with ID card /Passport no. _____, series _____, citizenship _____, ethnic affiliation: _____, telephone number (country code included) _____, Email address: _____, student at _____ University, Faculty of _____, study program _____ study year _____, academic year _____, fulltime attendance, self-funded/ budgeted student, hereby kindly ask you to validate and acknowledge the studies I have completed abroad, in order to allow my enrolment in the _____ year of study, academic year _____, at the Faculty of _____, study program: _____.

I hereby request the validation and recognition of studies completed abroad due to the following reasons:

I hereby attach the following documents:

Dated _____

Applicant's signature _____

NB: The application form shall be filled out in 2 copies



Attachment no. 3.

ASSESSMENT GRID OF THE FACULTY OF MEDICINE, DENTAL MEDICINE, PHARMACY
with reference to the files to be assessed for final internal mobility (transfer)

1. Average grade of the previous academic year(s) – at least 8,00 - 30 points
2. Average grade of the admission examination should be equal or higher than the last admission average grade for the program of study targeted by the final internal mobility application, - 30 points
3. Grades for the specialty examinations - 30 points,
4. Recommendation letter issued by the faculty from where the academic mobility (transfer) is requested - 10 points

TOTAL: 100 points

Minimum points for the approval of the final internal mobility – 80 points

Attachment no. 4

Registration number ____

Favourable endorsement,

DEAN,

For the Attention of

MANAGING BOARD OF FACULTY OF _____

_____, the undersigned student subject to year repetition procedure in relation to the following year of study: _____, academic year _____, at the Faculty of _____, program of study: _____, hereby kindly ask you to approve my **enrolment to a complementary year _____, academic year _____**, at the Faculty of _____, program of study: _____.

Thank you.

Dated, _____

Student's signature, _____

ACADEMIC RECORD of student _____, enrolling number _____:

Year of study ____ / academic year. _____ / _____

Year of study ____ / academic year. _____ / _____

Year of study ____ / academic year. _____ / _____

Year of study ____ / academic year. _____ / _____

Year of study ____ / academic year. _____ / _____

Year of study ____ / academic year. _____ / _____

- EQUIVALENCE EXAMINATIONS determined by changing the curriculum, as per the class _____

1. _____

2. _____

3. _____

4. _____



Faculty Chief Registrar

, _____

I have been duly informed and I acknowledge the receipt of one copy _____
 (date and signature)

The application shall be settled under the legal term set forth by the laws in force.

Attachment no. 5.

Registration number _____

Favourable endorsement,
 DEAN,

Approved by,
 BOARD OF DIRECTORS

For the Attention of

Managing Board of “Victor Babeș” University of Medicine and Pharmacy of Timișoara,

_____ the undersigned applicant, country _____-year student _____, group _____,
 academic year _____, **FACULTY OF** _____, program of study _____
 _____, acting as self-funded / budget-funded student, hereby kindly ask you to approve my
 application for **interruption** of undergraduate studies from / to _____, due to the following
 reasons: _____

Thank you.

** I have been informed that, when resuming my studies, I shall be bound to discharge all potential didactic duties and obligations resulting from any possible changes of the curricula, by studying the newly introduced subjects and by taking the equivalence exams, without any financial obligations, whatsoever.*

Dated, _____

Signature, _____

ACADEMIC RECORD:

Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____

Faculty Chief Registrar,

STUDENT FINANCIAL RECORDS:

Tuition fee for the academic year _____ - PAID

Financial Chief Officer: _____
 (full name, signature)

The application shall be settled within the legal term.



Attachment no. 6.
Registration number ____

Favourable endorsement,
DEAN,

Approved by,
BOARD OF DIRECTORS,

For the Attention of,

**MANAGING BOARD OF
“VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA,**

_____ the undersigned applicant, country _____, a ____
year student _____, academic year: _____, group _____, enrolled to **FACULTY OF**
_____, Program of study: _____, acting as state-budgeted-
self-funded/self-funded student, with tuition fee payable in foreign currency, hereby ask you to approve my
WITHDRAWAL from the undergraduate study program, due to the following reasons:

_____.

At the same time, I hereby request the release of the following documents:

- My personal file,
- Academic record,
- syllabus (please check)

Thank you.

Dated, _____

Signature, _____

ACADEMIC RECORD:

Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____

Faculty Chief Registrar,

STUDENT FINANCIAL RECORDS:

Tuition fee for the academic year _____ - PAID

Financial Chief Officer: _____
(full name, signature)

The application shall be settled within the legal term



Attachment no. 7.
Registration number ____

Favourable endorsement,
DEAN,

Approved by,
BOARD OF DIRECTORS,

For the Attention of,

**MANAGING BOARD OF
“VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA,**

_____ the undersigned applicant, country _____, acting as student subject to the studies suspension procedure, enrolled to **FACULTY OF** _____, Program of study: _____, hereby ask you to approve my application to **RESUME MY STUDIES** at the Faculty of _____, program of study: _____, year of study _____, academic year _____, as a budgeted/self-funded student.

Thank you.

Dated, _____

Signature, _____

ACADEMIC RECORD of student _____, **enrolling number** _____:

Year of study ____ / academic year ____ / _____

Year of study ____ / academic year ____ / _____

Year of study ____ / academic year ____ / _____

Year of study ____ / academic year ____ / _____

Year of study ____ / academic year ____ / _____

Year of study ____ / academic year ____ / _____

EQUIVALENCE EXAMINATIONS determined by changing the applicable curriculum:

1. _____
2. _____
3. _____

Faculty Chief Registrar,

The application shall be settled within the legal term.

Attachment no. 8.
Registration Number ____

Favourable endorsement,
DEAN,

Approved by,
BOARD OF DIRECTORS,



For the Attention of

MANAGING BOARD OF
“VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA,

_____ the undersigned student, country _____, student expelled from the Faculty of _____, specialization: _____, hereby kindly ask you to approve my **re-enrolment application** to the Faculty of _____, year of study _____, **academic year** _____, as a state-budgeted / self-funded student: _____.

Thank you.

Dated, _____

Signature, _____

ACADEMIC RECORD of student _____, **enrolling number** _____:

Year of study ____ / academic year _____ / _____

Year of study ____ / academic year _____ / _____

Year of study ____ / academic year _____ / _____

Year of study ____ / academic year _____ / _____

Year of study ____ / academic year _____ / _____

Year of study ____ / academic year _____ / _____

Faculty Chief Registrar,

The application shall be settled within the legal term



Attachment no. 9.
 Registration number _____

Favourable endorsement,
 DEAN,

Approved by,
 BOARD OF DIRECTORS,

For the Attention of

MANAGING BOARD OF

“VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA,

_____ the undersigned applicant, country _____-year student _____, group _____, academic year _____, **FACULTY OF** _____, program of study _____, acting as self-funded / budget-funded student, hereby kindly ask you to approve my application for **EXTENSION OF MY TRAINING TERM** due to medical reasons from / to: _____ based on the following reasons _____

Please find herewith attached the following justifying documents: _____

Thank you.

Dated, _____

Signature, _____

ACADEMIC RECORD:

Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____
Year of study _____	Academic year _____	average grade _____

Faculty Chief Registrar,

STUDENT FINANCIAL RECORDS:

Tuition fee for the academic year _____ - PAID

Financial Chief Officer: _____
 (full name, signature)

The application shall be settled within the legal term

Attachment no. 10

REGISTER OF UNDERGRADUATE LEARNING AGREEMENTS

Academic year 2020-2021	Item no.	Full name (first and last name)	Year of study	Agreement no.	Addendum no.	References
	1					
	2					
	3					
	4					