



REGULATION
ON THE ORGANISATION AND CONDUCT OF THE
PROFESSIONAL ACTIVITY OF BACHELOR'S
DEGREE STUDENTS
“VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND
PHARMACY OF TIMIȘOARA
starting with the academic year 2022-2023

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Supplemented/amended/ republished			
Endorsed by the Legal Department	Legal Advisor Codrina Mihaela Levai, PhD.	02.06.2022	
Endorsed by the Standing Committee of the Senate for the Revision of Regulations and the University Charter	Prof. Muntean Mirela-Danina, MD, PhD.	02.06.2022	
Effective date:	29.06.2022 (1 st Ed.)		
Date of withdrawal:			



CONTENTS

CHAPTER I. GENERAL PROVISIONS	3
CHAPTER II. ORGANISATION AND CONDUCT OF THE TEACHING ACTIVITY	5
CHAPTER III. RIGHTS AND OBLIGATIONS OF STUDENTS.....	6
CHAPTER IV. ADMISSION TO UMFVBT UNIVERSITY STUDY PROGRAMS, ENROLMENT AND REGISTRATION OF STUDENTS. ACQUISITION/TERMINATION OF STUDENT STATUS. STUDENT DOCUMENTS	10
CHAPTER V. STUDY CREDITS. ATTENDANCE AT SCHEDULED PROFESSIONAL ACTIVITIES. EVALUATION OF STUDENTS DURING THE SEMESTER. PASSING YEARS OF STUDY	17
CHAPTER VI. EXTENSION OF THE SCHOOLING PERIOD (COMPLEMENTARY YEAR. EXTENSION ON MEDICAL GROUNDS). INTERRUPTION OF STUDIES. WITHDRAWAL FROM STUDIES. SCHOOL ABANDONMENT	28
CHAPTER VII. EXPULSION	32
CHAPTER VIII. RE-ENROLMENT	33
CHAPTER IX. PERFORMANCE CRITERIA AND STANDARDS FOR THE ANNUAL RECLASSIFICATION OF STUDENTS	33
CHAPTER X. STUDENT MOBILITY AND EQUIVALENCE/RECOGNITION OF STUDIES PERFORMED IN OTHER HIGHER EDUCATION INSTITUTIONS, IN THE COUNTRY OR ABROAD	36
CHAPTER XI. FINAL EXAMINATIONS	37
CHAPTER XII. DIPLOMAS / STUDY DOCUMENTS.....	39
CHAPTER XIII. REWARDS. SANCTIONS	40
CHAPTER XIV. ANNEXES	40
CHAPTER XV. FINAL AND TRANSITIONAL PROVISIONS	41



I. GENERAL PROVISIONS

Art. 1

(1) This Regulation defines the professional relations that govern the teaching activity, established between the bachelor's degree students and the "Victor Babeș" University of Medicine and Pharmacy of Timișoara (hereinafter referred to as UMFVBT).

(2) The organisation and conduct of the teaching and professional activity for the functioning of the bachelor's degree study programs within the "Victor Babeș" University of Medicine and Pharmacy of Timișoara is based on the provisions of the national legislation in force regarding higher education, as follows:

1. Law no. 1/2011 on national education, with subsequent amendments and completions;
2. Law no. 288/2004 on the organisation of university studies, with subsequent amendments and completions;
3. Order of the Minister of Education, Research, Youth and Sport no. 3666/2012 regarding the approval of the Code on the rights and obligations of students;
4. Order of the Minister of Education, Research and Youth no. 3223/2012 on the Methodology for recognising periods of study conducted abroad;
5. Order of the Minister of National Education no. 5140/2019 for the approval of the Methodology regarding the academic mobility of students, with subsequent amendments and completions;
6. Order of the Minister of National Education no. 3473/17.03.2017 regarding the Methodology for admission to studies and schooling of foreign citizens starting with the school/academic year 2017-2018, with subsequent amendments and completions;
7. GD no. 433/2022 regarding the Nomenclature for fields and specialisations/university study programs and for the structure of higher education institutions for the academic year 2022-2023;
8. Order of the Minister of Education and Research no. 4156/2020 for the approval of the Regulation on the regime of study documents in the higher education system;
9. Charter of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara, adopted by Decision of the Senate no. 75/12188/16.09.2020 (with a legality endorsement granted by the Ministry of Education and Research on 29.09.2020);
10. Other normative acts in force, regulations and internal decisions, relevant for this activity.

Art. 2 This Regulation applies to bachelor's degree studies, is prepared based on the national legislation in force, and starts from the following principles stipulated in Art. 202 (1) of the Law no. 1/2011 on National Education (LNE):

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

Art. 3

(1) The "Victor Babeș" University of Medicine and Pharmacy of Timișoara is an education and scientific research university, the Romanian Agency for Quality Assurance in Higher Education (ARACIS) awarding it in 2022 the qualification "High degree of confidence" following the institutional evaluation, and has in its structure university study programs accredited/authorised to function provisionally by ARACIS, having the right to organise an admission competition for study programs organised in the bachelor's degree field of Health.

(2) The bachelor's degree programs offered by the "Victor Babeș" University of Medicine and Pharmacy of Timișoara are:

1. Sectorally regulated study programs:

- a) Medicine - 6 years of study/360 credit units (bachelor's degree and master's degree studies);



- b) Medicine (in English) - 6 years of study/360 credit units (bachelor's degree and master's degree studies);
- c) Medicine (in French) - 6 years of study/360 credit units (bachelor's degree and master's degree studies);
- d) Dental Medicine - 6 years of study/360 credit units (bachelor's degree and master's degree studies);
- e) Dental Medicine (in English) - 6 years of study/360 credit units (bachelor's degree and master's degree studies);
- f) Pharmacy - 5 years of study/300 credit units (bachelor's degree and master's degree studies);
- g) Pharmacy (in French) - 5 years of study/300 credit units (bachelor's degree and master's degree studies);
- h) General Nursing - 4 years of study/240 credit units;
- i) General Nursing (in Lugoj) - 4 years of study/240 credit units;
- j) General Nursing (in Deva) - 4 years of study/240 credit units.

2. Generally regulated bachelor's degree study programs, with a duration of 3 years of study/180 credit units:

- a) Balneo-physiotherapy and Recuperation;
- b) Nutrition and Dietetics;
- c) Dental Technology;
- d) Dental Hygiene;
- e) Pharmaceutical Assistants (in Lugoj);
- f) Medical cosmetics and cosmetic product technology.

(3) The medical professions, namely those of physician, dentist and pharmacist, are specifically regulated by rules, recommendations or good practices in the European Union. At the faculties of Medicine, Dental Medicine and Pharmacy, the first cycle (bachelor's degree studies) and the second cycle (master's degree studies) are carried out in a unitary program of university studies with a duration of 5-6 years, the diplomas obtained also being equivalent to a master's degree diploma.

Art. 4

(1) Within the UMFVBT, the university studies are organised in three cycles:

- Cycle I - Bachelor's degree studies;
- Cycle II - Master's degree studies, with a duration of 1-2 years of study (between 60 and 120 transferable study credits);
- Cycle III - Doctoral studies, with a duration of 4 years of study (240 transferable study credits), according to Art. 174 of the LNE.

(2) Bachelor's degree studies represent the first cycle of university training, and are organised in study programs.

(3) The participants in these programs have the status of students during the entire period they attend said program, from enrolment until graduation of the program or expulsion, except for the periods of interruption of studies.

(4) The bachelor's degree studies can be attended by high school graduates with a high school diploma or equivalent document, recognised in Romania.

(5) The bachelor's field and the study program will be recorded on the bachelor's degree diploma.

(6) The bachelor's degree programs are organised as full-time study, on budgeted and non-budgeted places.

(7) The duration of bachelor's degree studies is:

- 3 years of study (minimum 180 transferable study credits);
- 4 years of study (minimum 240 transferable study credits);
- 5 years of study (minimum 300 transferable study credits);
- 6 years of study (minimum 360 transferable study credits).



- (8) The admission competition in the first year is organised on faculties and study programs. Through the admission competition, both the budgeted and non-budgeted places are occupied.
- (9) The organisation of study groups is done alphabetically, and no distinction is made between the two categories of students: budgeted or non-budgeted.
- (10) Graduates of bachelor's degree studies may access master's degree studies, doctoral studies, and postgraduate training and continuing professional development programs.

CHAPTER II. ORGANISATION AND CONDUCT OF THE TEACHING ACTIVITY

Art. 5

- (1) The academic year is organised according to the structure established annually by the University Senate on university study cycles.
- (2) For bachelor's degree study programs with teaching in English/French, schooling is organised entirely in a foreign language (English/French), except for clinical internships, which are conducted in Romanian.
- (3) At the end of the second year of study, students enrolled in university study programs organised in a foreign language must have passed the Romanian language examination, the continuation of studies being conditioned by passing this examination, given that, once the clinical cycle begins, students should communicate with patients in Romanian.
- (4) The written and practical tests of the bachelor's degree examination are conducted in Romanian. Bachelor's degree papers may be prepared and defended in Romanian/English/French.
- (5) The scheduling, organisation and conduct of the didactic process derive from university autonomy, with the observance and in accordance with the provisions of the Law no. 1/2011 on national education, with subsequent amendments and completions.

Art. 6

- (1) Curricula have as objective the organisation and conduct of high performance competitive education, and are structured in study cycles comprising fundamental disciplines, field disciplines, specialised disciplines, complementary disciplines, mandatory disciplines, and optional core and/or optional disciplines.
- (2) Each faculty will inform students of the curricula applicable in said academic year for each study program by publishing on the University website.
- (3) Curricula will be in accordance with the national and European standards, and will ensure the acquisition of defining knowledge for the field of study in order to ensure a student-centred education.
- (4) Curricula include mandatory, optional core and optional disciplines:
- Mandatory disciplines ensure the accumulation by the students of the basic knowledge, indispensable for the field.
 - Optional core disciplines allow the deepening of some particular directions, in accordance with the specialisation targeted by the student.
 - Optional disciplines address both the field of specialisation and complementary fields, thus broadening students' horizons of knowledge.
 - The number of optional core and optional disciplines is approved annually by the Faculty Council.

Art. 7

- (1) The UMFVBT applies the intra- and interuniversity (internal, external) European Credit Transfer and Accumulation System (ECTS) to ensure the mobility and flexibility of students' professional training.



- (2) The procedure for the application of the European Credit Transfer and Accumulation System (ECTS) in the “Victor Babeș” University of Medicine and Pharmacy of Timișoara (UMFVBT) for all bachelor’s degree study programs is carried out according to the **Regulation on the application of the European Credit Transfer and Accumulation System (ECTS)**, approved by the University Senate.
- (3) To ensure the implementation and monitoring of ECTS, the credit award system has a University coordinator (Vice-Rector for didactic activities).

Art. 8

- (1) Syllabi are prepared by the discipline coordinators, signed by the head of the discipline, endorsed by the department director, and approved by the faculty’s management, in relation to the specifics of the faculties and study programs. For study programs that take place in parallel in study languages other than Romanian as well, syllabi will include the same curriculum, regardless of the language of instruction. Course coordinators in each study program taught in English and French are required to harmonise curricula so that students in the same program and in the same year of study can complete the same curriculum in that discipline, regardless of the study language.
- (2) Syllabi will be displayed on the notice boards for the study disciplines, and on the Moodle platform of the University, respectively.
- (3) At the end of each cycle, students in study programs with 300 and 360 ECTS must complete the total number of credits provided in the curriculum for that cycle.
- (4) In the disciplines with two or more teaching series within the same study program, the examination methodology will be identical, and the course coordinators will develop together the questions for the written examinations and the scales for the practical examinations. Within the same discipline, the bibliographic material edited made available to students will be unique, regardless of the number of teaching staff in that study program.

Art. 9

Students are guaranteed the right to free choice within the study program, optional core and optional courses, in accordance with the legal norms in force and with the curricula.

CHAPTER III. RIGHTS AND OBLIGATIONS OF STUDENTS

Art. 10

- (1) Students are partners of the higher education institutions and members of the academic community, having rights and obligations based on the principles set out in Art. 118 of Law no. 1/2011, with subsequent amendments and completions.
- (2) All the rights, freedoms and obligations of the students are included in the **University Code on the rights and obligations of students**, approved by the University Senate, in accordance with art. 202 (3) of Law no. 1/2011, with subsequent amendments and completions, and Order of the Minister of Education, Research and Youth no. 3666/2012.

Art. 11

- (1) Students benefit from the following rights based on the principles set out in Law no. 1/2011, with subsequent amendments and completions:
 - a) the right to quality education;
 - b) the right to access internal and external mobility programs, with the recognition of the credits obtained, according to the law;
 - c) the right to mobility from one university to another, or within the same university from one faculty to another, to study programs with the same number of transferable credits, according to the provisions of the legislation in force and of the internal regulations;



d) the right to the protection of personal data, in accordance with the legislation in force;

e) the right to participate in the evaluation of teaching staff performance, according to the provisions of Art. 303 (2) of Law no. 1/2011, with subsequent amendments and completions. The evaluation by the students of the teaching staff performance is mandatory. The results of the evaluations are public information.

f) the right to access regulations, decisions, minutes and other documents of the institution where they study, under the conditions of the legislation in force;

(2) The manner of identification, organisation and evaluation of the specialty internship represents a mandatory criterion for the evaluation of the quality of study programs.

Art. 12

(1) The students are represented in the consultative, decisional and executive structures within the universities according to the provisions of Law no. 1/2011, with subsequent amendments and completions, and the University Charter.

(2) Students participate in the decisions of the UMFVBT, based on the following rights:

a) the right to elect and to be elected in the UMFVBT management structures, according to Law no. 1/2011, with subsequent amendments and completions;

b) the right to be represented in the University Senate and in the Faculty Council in a proportion of at least 25%, according to Law no. 1/2011, with subsequent amendments and completions, and the University Charter;

c) the right to be represented in the UMFVBT structures that manage social services, including committees for accommodation, allocation of scholarships, allocation of thematic camps;

d) the right to participate in the procedures regarding the establishment of the method of appointing the Rector through representatives, as well as in the process of appointing him/her, regardless of the method of appointment, according to Art. 209 (2) of Law no. 1/2011, with subsequent amendments and completions;

e) the right to be informed and consulted by the students' representatives in connection with the decisions voted in the management structures of the institution of which they are part.

Art. 13

Students receive free:

a) bachelor's degree, master's degree and doctoral studies within the available budgeted places and according to the regulations of Law no. 1/2011, with subsequent amendments and completions, in the case of Romanian citizens, citizens of the Member States of the European Union (EU), of the states belonging to the European Economic Area (EEA) and of the Swiss Confederation (CH) - according to Art. 142 (4), Romanian ethnics everywhere – according to Art. 205 (4), as well as in the cases provided in Art. 205 (5)&(6) of Law no. 1/2011, with subsequent amendments and completions;

b) issuance of study documents and documents attesting the student status (diplomas for bachelor's degree, master's degree and doctoral studies, diploma supplements, certificates, gradebooks and ID cards, including for access to the library, academic record);

c) access to museums, concerts, theatre performances, opera, film, other cultural and sports events organised on the territory of Romania in the case of Romanian ethnics from outside the country's borders, according to the provisions of Art. 205 (4) of Law no. 1/2011, with subsequent amendments and completions.

Art. 14

Students benefit from the following fee reductions:

a) 50% for local public transport, surface and underground, as well as for internal road, railway and naval transport, according to Art. 205 of Law no. 1/2011, with subsequent amendments and completions;

b) 75% for access to museums, concerts, theatre performances, opera, film, other cultural and sports events organised by public institutions, according to Art. 205 (3) of Law no. 1/2011, with subsequent amendments and completions.



Art. 15

Students are encouraged to participate in volunteering, for which they can receive a number of transferable study credits, under the conditions established by the University Charter, according to Art. 203 (9) of Law no. 1/2011, with subsequent amendments and completions.

Art. 16

Students have the following **rights**:

a) free medical care, according to the provisions of Art. 205 (1) of Law no. 1/2011, with subsequent amendments and completions;

b) accommodation, unless they are studying in their locality of residence, in accordance with the law, in accordance with the **Residence Hall Regulation**;

c) subsidies for accommodation according to Art. 205 (15) of Law no. 1/2011, with subsequent amendments and completions;

d) access to university premises to organise projects for students or to carry out internal activities, outside of classes and other pre-established activities, in accordance with the provisions of the University Charter;

e) the right to notify abuses and irregularities, and to request the verification and evaluation of these notifications by specialised bodies provided by the legislation in force, as well as the right to the protection of those who notify, according to Law no. 571/2004 on the protection of staff from public authorities, public institutions and other units that report violations of the law;

f) the right to have all written applications recorded and signed or sent to the official e-mail addresses of the University, and to receive a written response, or by electronic means, respectively, to these applications, under the conditions established by law and University regulations.

Art. 17

(1) Students have the right to know the mechanisms by which tuition fees are established, as well as other fees charged by the University, in accordance with the University Charter and the Regulation on the amount of tuition fees and other fees.

(2) Students have the right to be informed about the number, type and amount of each fee charged by the University.

Art. 18

(1) Students may benefit from scholarships in accordance with the **Regulation regarding the granting of scholarships**.

(2) Students may benefit from loans through the Student Loans and Scholarships Agency, in accordance with Art. 204 of Law no. 1/2011, with subsequent amendments and completions.

Art. 19

(1) Students have the following obligations:

a) to fulfil all the tasks assigned to them according to the curriculum and syllabi of the subjects;

b) to observe the University Charter, the Regulations and the decisions of the University;

c) to participate in the meetings of the management structures within UMFVBT, as elected representatives of the students;

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

e) to observe the copyrights of other persons and to recognise the authorship of the information presented in their works;

f) to comply with the provisions of the UMFVBT Code of Ethics and Professional Conduct and Code on the rights and obligations of students;

g) to draft and defend evaluation papers for their subjects and original graduation papers;



h) to notify to the competent authorities any irregularities in the educational process and in the activities related to it;

i) to participate in academic activities without being under the influence of alcoholic beverages or other prohibited substances;

j) to use language and behaviour appropriate to the academic environment;

k) to use properly, according to the established destination, all the facilities and subsidies received;

l) to observe cleanliness, calm and order in the University's premises;

m) to maintain the integrity and proper functioning of the material resources made available to them by the UMFVBT;

n) to pay any damages caused to the material resources made available to them by the UMFVBT;

o) to inform the competent authorities about the existence of any situation that could influence the proper conduct of individual and general study activities;

p) to respect and address appropriately, as well as to have an appropriate behaviour in the entire academic community towards: teaching staff, auxiliary teaching staff, non-teaching medical staff, patients, students;

q) to have a decent attire in the academic environment, including at examinations;

r) not to use electronic equipment (of any kind) for the purpose of fraud during evaluations;

s) to show respect for the teaching activity, proven by:

- i. arriving on time at didactic activities provided in the schedule; access to the classroom/practical activities/internships/seminars is not allowed 15 minutes after the beginning of the class;
- ii. not using mobile phones and multimedia devices during classes/practical activities/seminars/internships without the teacher's approval;
- iii. decent interventions during the class, related to the information received/requested, without degenerating into contradictory personal discussions. Students who disturb the class may be invited to leave the classroom and/or practical activities, and be penalised for absence.

t) to fulfil their financial commitments imposed by the UMFVBT, under the conditions established in the study contract and in the Regulations of the University.

(2) For the students of the Faculty of Dental Medicine, all the study programs, materials, instruments and equipment necessary for the practical didactic and demonstrative clinical activity will be provided by the UMFVBT.

(3) The costs for consumables and individual instruments necessary to perform various interventions in order to meet the appropriate practical and clinical scales to acquire the specific skills necessary for a dentist with the right of free practice, or a dental technician and a dental prophylaxis nurse, as well as the costs for personal protective equipment will have to be covered exclusively by students, regardless of the form of schooling (budgeted or non-budgeted).

(4) The individual materials and instruments needed proposed by each discipline is established annually, depending on the specific practical scale contained in the Syllabi, which will be displayed publicly, both on the UMFVBT website and at the headquarters of each discipline.

(5) All materials, equipment and instruments purchased by students will be approved according to law, and will come from authorised distributors in Romania. The individual materials and instruments are part of the student's personal kit, will be used throughout all years of study, and remain the property of the student.

(6) All interventions performed on patients by students with these materials will be free, except for prosthetic restorations (dental technology laboratory part), the price of which will be paid in full by the patient.



CHAPTER IV. ADMISSION TO UMFVBT UNIVERSITY STUDY PROGRAMS, ENROLMENT AND REGISTRATION OF STUDENTS. ACQUISITION/TERMINATION OF STUDENT STATUS. STUDENT DOCUMENTS

IV.1 Admission

Art. 20

Based on university autonomy and assuming public responsibility, UMFVB organises an admission competition for each study program in order to test knowledge and cognitive abilities.

Art. 21

For the bachelor's degree study cycle, admission is organised for study programs accredited or authorised to function provisionally, in accordance with the legal provisions in force.

Art. 22

The periods of the admission sessions, the forms and the competition tests are established under the **own Admission Regulation** which is made public annually, according to the legal provisions in force, by posting on the UMFVBT website.

Art. 23

(1) A person may benefit from funding from the budget for a single bachelor's program, for a single master's program, and for a single doctoral program.

(2) A person who benefited from free schooling within a university study program financed from the state budget has, under the conditions of the law, the right to attend another university study program within the same cycle of university studies:

a) for a fee, if the state higher education institution organises the program this way as well;

b) free of charge, with financing from the state budget, provided that the person pays the value of the schooling services he/she previously received with financing from the state budget, in full or in part, in cases where the study program at which he/she was admitted is organised **only** with full funding from the budget.

IV.2 Registration

Art. 24

In order to register in the first year and sign the university study contract (in two copies), the students who are declared admitted and who have paid the tuition fee within the term provided by the **Admission Regulation** will come in person at the Secretary's office of the Faculty in question during working hours: *Monday-Friday*, according to the scheduling established by the management of each Faculty, within a maximum of 30 calendar days from the beginning of the academic year. The Board of Directors may decide, in exceptional cases, to extend this term.

Art. 25

(1) Registration for studies of EU, EEA and CH students and foreign students (from third countries), admitted to study programs taught in English or French, as well as of foreign students, scholars of the Romanian state, is done within the term specified in the own Admission Methodology, approved annually.

(2) In exceptional cases, with the approval of the Board of Directors of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara, the registration of admitted foreign (non-EU) citizen



candidates, who obtained the letter of acceptance to studies issued by the Ministry of Education, may be done until the end of the first semester of the current academic year.

(3) The documents submitted by foreign students admitted to the study programs with teaching in English or French, as well as by foreign students, scholars of the Romanian state, will be analysed by the Vice-Rector's Office for International Relations of the University, that will issue an opinion in principle for provisional registration, and will issue the Decision (Order) for admission to studies, approved by the Rector of the UMFVBT.

(4) Foreign students will submit in person the Decision (Order) for admission to studies at the secretary's offices of the faculties within the term established for the registration of students, accompanied by copies of the following documents:

- letter of acceptance to studies (for students registered on their own)/Certificate of equivalence of the high school diploma (for students from EU, EEA and CH)/Nominal order issued by the Ministry of Education/schooling approval (for students who are scholars of the Romanian state);
- certificate of linguistic competence for the Romanian language (for those who study in Romanian), or certificate on passing the foreign language test (for those who study in English or French);
- official documents, in notarised copy, proving the exemption from taking the language test, where applicable;
- proof of payment of the registration fee.

(5) The Decision (Order) for admission to studies is valid until the date of drafting the enrolment decisions and the final enrolment of EU, EEA, CH and foreign students, after the submission by the Vice-Rector's Office for International Relations of the complete files of foreign students to the secretary's offices of the faculties according to its own admission methodology approved annually.

(6) EU, EEA, CH and foreign (from third countries) students admitted to bachelor's degree university studies are required to submit the high school diploma, in original, to the secretary's office of the Vice-Rector's Office for International Relations no later than the last day established for registration in the academic year.

(7) High school graduates, EU, EEA, CH and foreign citizens (from third countries) who have not taken possession of a high school diploma by the date of registration must submit a notarial statement under which they undertake to submit original study documents (plus notarised copies and translations) until a deadline (the date is set according to the country in which the study certificate was issued), which cannot exceed the start date of the following academic year.

(8) The secretary's office of the Vice-Rector's Office for International Relations is responsible for tracking the observance of the deadline for submitting the original study documents (plus notarised copies and translations) for foreign students, which must inform the Dean's offices in writing if the deadline is exceeded, or, if necessary, the modification of the abovementioned deadline.

(9) Failure to submit the high school diploma in original within the deadlines/conditions provided above leads to expulsion.

Art. 26

Candidates who are declared admitted and who do not enrol in the first year by the deadline are deemed, ex officio, to have waived the student status by failing to appear, and lose the right to be enrolled.

Art. 27

(1) Failure to submit all admission registration documents, in original and copy, according to the provisions of the Regulations on the organisation and conduct of the admission competition within the deadline for the registration of students in the first year leads to the loss of the place obtained through the competition.



(2) Failure to submit the original high school diploma/copy of the bachelor's degree diploma within the deadline provided for the enrolment of students in the first year leads to the loss of the place financed from the state budget.

Art. 28

(1) The registration of students in the second year and in the following years of study is made by filling in and signing the Addendum to the bachelor's degree study contract, according to the scheduling established by the management of each Faculty, within maximum 30 calendar days from the beginning of each academic year.

(2) At the beginning of each academic year, registration is made based on the professional results from the previous academic year, with the obligation to obtain the minimum number of transferable credits (ECTS) necessary for passing an academic year.

Art. 29

In order to register in years II-VI, students will come in personally/through student representatives at the secretary's office of the faculty during working hours: *Monday-Friday, between 12.00-15.00*, with the following documents:

- the addendum to the bachelor's degree study contract, signed in two copies;
- the medical certificate endorsed by the physician from the UMFVBT Medical Office. For Romanian students, the certificate is issued by the family physician, and for foreign students by the physician of the UMFVBT Medical Office;
- the internship contract and the evaluation of the student's practical activity. These forms, issued to the students by the secretary's offices of the faculties before the beginning of the internship are filled in by the students, and by the representatives of the healthcare units where the internships took place;
- the student gradebook/ID;
- the transport ID card.

Art. 30

(1) Students who do not register in the academic year until the deadline established by the University management, namely 30 calendar days from the beginning of the academic year, are deemed, *ex officio*, to have waived the student status by failing to appear, and are expelled for non-registration.

(2) The expulsion decision will be communicated to the expelled student, the Vice-Rector for International Relations (if applicable), the Financial-Accounting Department, and the Entrepreneurship, website administration and e-learning platforms Service, within a maximum of 30 calendar days from the set deadline for the registration of students in each academic year.

Art. 31

Students who have been declared repeaters will be registered in the complementary year, within the term and according to the procedure in force.

IV.3 Enrolment

Art. 32

The enrolment of students who are declared admitted following the admission competition is made by decision of the Rector of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara, following the payment of the tuition fee, in case of students admitted to non-budgeted places, and signing the university study contract, according to the **Operational Procedure regarding the enrolment of students and the filling in of the matriculation register within the "Victor Babeș" University of Medicine and Pharmacy of Timișoara.**



Art. 33

(1) Students who have benefited from funding from the state budget, in full, for a bachelor's degree program completed by a bachelor's degree final examination/not completed may be registered and enrolled in the first year after passing the admission competition of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara only on non-budgeted places, without the right to be reclassified on budgeted places.

(2) Candidates who have received **partial** funding from the state budget under a bachelor's degree program, and have been declared admitted to the admission competition organised by UMFVBT will be enrolled **on non-budgeted places, starting with the first year of study.**

(3) The category of students referred to in par. (2) has the right to be reclassified on the budgeted places only after passing, on non-budgeted places, the number of years of study related to the ones previously attended on budgeted places, observing the performance criteria and standards for the annual reclassification of students, established by the University management.

Art. 34

(1) After the approval of the enrolment, students are registered in the Matriculation Register, under a unique number, valid for the entire schooling period in the study program(s) to which they were admitted.

(2) The distribution of students by series and groups will be done strictly in alphabetical order, and will be kept throughout the university studies.

Art. 35

The matriculation numbers are assigned following the last matriculation number allocated in the previous year, by faculties and study programs, as regulated by the Government Decision on approving the Nomenclature for fields and specialisations/ university study programs, the structure of higher education institutions, the fields and university study programs accredited or authorised to function provisionally.

Art. 36

For students who are declared admitted to the newly established study programs, authorised to function according to the legislation in force, the allocation of matriculation numbers is made starting with number 1.

Art. 37

Students who follow, simultaneously or consecutively, two study programs within the University receive different enrolment numbers, specific to each study program.

Art. 38

Re-enrolment is made within the deadline set for student registration, and is conditional on signing the study contract and paying the tuition fee.

Art. 39

Enrolment of EU, EEA, CH students and foreign students (from third countries) will be carried out based on their complete files, submitted by the secretary's office of the Vice-Rector's Office for International Relations to the secretary's offices of the faculties until the deadline set by the University management.

Art. 40

(1) Upon registration in the Matriculation Register, the student's personal file will include:



- registration form for the admission competition;
 - original high school diploma (for students admitted to places financed from the state budget);
 - high school diploma, in copy, certified to be a true copy, accompanied by a certificate from the faculty where the original diploma is found (for those who attend two faculties in parallel);
 - bachelor's degree diploma, in copy, certified to be a true copy - for graduates attending a second faculty;
 - birth certificate/marriage certificate, in copy, certified to be a true copy;
 - health certificate;
 - university study contract;
 - proof of payment of the tuition fee, established by the University Senate, for students studying for a fee;
 - transcript/diploma supplement with grades from previous years (if applicable);
 - other documents requested at the admission competition,
- (2) In the case of final internal mobility and/or recognition of studies performed in other higher education institutions abroad, the student's personal file will also include the following:
- agreement of the University from which the student is transferred;
 - academic record at the time of transfer;
 - syllabus (content of the disciplines studied);
 - curriculum (duration of disciplines studied, number of course hours/practical course, internships);
 - official certificate showing the grading system applied in the institution attended by the student, as well as its equivalence in the ECTS system;
 - certificate regarding the passing of the admission competition, issued by the student's initial Faculty;
 - proof of payment of fees for study equivalence/mobility;
 - letter of acceptance to studies (for students enrolled on their own)/certificate of equivalence of the high school diploma (for students from EU, EEA and Switzerland)/ Nominal order issued by the Ministry of Education/schooling approval (for students who are scholars of the Romanian state);
 - certificate of linguistic competence for the Romanian language not older than 5 years, for foreign students;
 - the study documents of foreign students will be translated into Romanian and notarised;
 - Decision of the equivalence committee, where applicable.
- (3) The personal file of foreign students will include:
- enrolment form in the first year of study;
 - letter of acceptance to studies (for students enrolled on their own)/certificate of equivalence of the high school diploma (for students from EU, EEA and Switzerland)/Nominal order issued by the Ministry of Education/schooling approval (for students who are scholars of the Romanian state);
 - birth certificate – notarised copy and translation;
 - study document – original and copy, translated and notarised (high school diploma or equivalent);
 - transcript – original and copy, translated and notarised, related to the studies performed, and syllabus, in the case of candidates requesting the equivalence of studies;
 - copy of the passport;
 - copy of the ID card or residence card (where applicable);
 - medical certificate (in an international language);
 - certificates of linguistic competence for the Romanian language or the graduation certificate of the preparatory year;
 - certificate on passing the foreign language test, for those studying in English or French;



- university study contract;
- written test from the admission competition;
- other documents requested at the admission competition/file selection competition.

Art. 41

During schooling, the student's personal file will be completed with the following:

- addendum to the study contract, filled in and signed at the beginning of each academic year;
- copy of the marriage certificate or of other documents changing the name (if applicable);
- other documents generated ex officio or at the student's request.

IV.4 Acquisition and termination of student status

Art. 42

Student status is acquired by admission to a bachelor's degree program, according to Art. 199 (2) of Law no. 1/2011, with subsequent amendments and completions.

Art. 43

The UMFVBT student status is held by a person who meets the following conditions: is admitted to studies, is definitively enrolled in studies in accordance with the legal provisions, and signs an individual Study Contract with the University. In the case of students admitted to non-budgeted places, it is also mandatory to pay the tuition fee.

Art. 44

Student status is obtained in the following conditions:

- a. by an admission competition, in accordance with the UMFVBT admission regulation;
- b. by final academic mobility within the same university or from another higher education institution;
- c. by equivalence of studies performed in other higher education institutions abroad;
- d. by re-enrolment under the conditions of this Regulation (students who obtain the approval to re-enrol will keep their initial matriculation number);
- e. by provisions of the Ministry of Education.

Art. 45

(1) The termination of student status takes place in the following situations:

- a) automatically, upon graduation of the bachelor's degree study program;
- b) at the student's request, by withdrawal from studies;
- c) by expulsion.

(2) Upon termination of the student status, he/she is obliged to submit to the secretary's office of the faculty the student gradebook/ID, the transport ID card (if applicable), the departure clearance form.

(3) Students whose status is terminated will be able to recover their original documents on file after paying the debts owed to the University, by submitting the departure clearance form to the secretary's office of the faculty.

IV.5 Contracting studies

Art. 46

Registration for studies is made based on filling in and signing a study contract or, as the case may be, an addendum to the study contract, filled in and signed annually by students, within 30 calendar days from the beginning of the academic year, a deadline set for the registration of students, according to the scheduling set out by the management of each Faculty.



Art. 47

- (1) The study contract includes the rights and obligations of the student and the University in the educational process.
- (2) The study contract regulates the financial obligations of the student, approved by the University Senate and stipulated in the **Regulation on tuition fees and other fees**, as well as in other regulations and own methodologies.
- (3) The study contract is concluded during the normal schooling period of the study program, as it is provided in the normative acts in force.
- (4) At the beginning of the academic year, within the deadline established by this Regulation, the study contract will be supplemented with annual addenda, concluded with the agreement of the parties. The addendum contains the following provisions: the academic record at the end of the previous academic year, the situation of outstanding credits, mentions regarding schooling, optional core disciplines selected, of which one is mandatory, the amount of tuition fee, and documents required annually (medical certificate, internship contract, and internship evaluation form, etc.)
- (5) The student who fails to complete the study program within the normal term, as a result of year repetition, resumption of studies in case of interruption, or re-enrolment after expulsion or withdrawal, will request the conclusion of a new study contract, under the conditions established by the University on the date of its conclusion.
- (6) The templates for the study contract and addendum to the study contract are approved annually by the University Senate, prior to the beginning of the academic year, being endorsed for legality and for preventive financial control by the Legal Department of the University and the Financial-Accounting Department.

Art. 48

- (1) Registered students who do not fulfil their obligation to pay the tuition fee within the term provided by the Regulation on fees, approved by the University Senate, will be expelled, based on the reports submitted by the University's Financial-Accounting Department.
- (2) Until the issuance of the expulsion decision or until the regularisation of the financial situation, the Dean's office of the faculty submits a notification to the disciplines regarding the student's prohibition to attend examinations/oral examinations.

Art. 49

- (1) In case of termination/cancellation of the study contract, the student has the obligation to go through the departure clearance procedure with regard to the obligations towards the University.
- (2) The original documents from the student's personal file are issued only upon presentation of the departure clearance form, with all the fields filled in.

IV.6 Student documents

Art. 50

- (1) The student gradebook/ID is issued to each student, after enrolment, by the secretary's office of the faculty.
- (2) The student gradebook/ID attests the student status of the holder, and is endorsed at the beginning of each academic year.
- (3) The student gradebook/ID is the basis for the student's identification for all the University's services and activities.



(4) The examining teaching staff registers in the student gradebook/ID and signs all the grades obtained at the examinations or other forms of knowledge verification, including the grades from the non-passed examinations.

(5) In case of loss or damage of the student gradebook/ID, at the request of the student, the secretary's office of the faculty will issue another student gradebook/ID, for a fee.

Art. 51

The transport ID card is issued by the secretary's offices of the faculties, in accordance with the law.

Art. 52

The library card is issued free of charge by the UMFVBT library staff.

Art. 53

The Secretary's office of the Vice-Rector's Office for International Relations issues to foreign students the documents necessary for their stay in Romania, based on the following documents attached to the application:

- certificate issued by the secretary's office of the faculty regarding registration in the academic year;
- acceptance of the Ministry of Education to study in Romania.

Art. 54

(1) Student documents may not contain corrections, erasures and entries of false information. These deeds may constitute forgery of public documents, and are sanctioned according to the law.

CHAPTER V. STUDY CREDITS. ATTENDANCE AT SCHEDULED PROFESSIONAL ACTIVITIES. EVALUATION OF STUDENTS DURING THE SEMESTER. PASSING YEARS OF STUDY

V.1. Study credits (ECTS)

Art. 55

(1) Within the UMFVBT, the European Credit Transfer and Accumulation System (ECTS) is an instrument of the European Higher Education Area designed to ensure the transparency of courses and curricula, and to improve the quality of higher education.

(2) The ECTS system is used:

- to record students' professional results,
- to calculate the individual performances of students and their classification,
- to operate the transfer of professional results obtained by students as a result of attending and passing tests in the disciplines included in the curriculum of other universities in the country and abroad or of other faculties within the UMFVBT.

(3) Under this system, the mobility of students and the flexibility of their professional training are ensured.

(4) The credits are defined as numerical values, allocated to all forms of didactic activity: courses, practical courses, internships, seminars, etc., which assess the average workload done by the student to assimilate a discipline.

Art. 56

The application and monitoring of the ECTS system in the UMFVBT falls within the duties of the office of the Vice-Rector for didactic activities, who will nominate and be responsible for the coordinators in each Faculty (Medicine, Dental Medicine and Pharmacy).



Art. 57

- (1) The allocation of credits is made in accordance with the methodology of the European Credit Transfer and Accumulation System, according to which 60 credits represent the numerical equivalent of the normal workload specific to an academic year, and 30 credits usually correspond to a higher education semester.
- (2) The allocation of credits refers to all disciplines in the curriculum, including internships.
- (3) The mandatory and optional core disciplines chosen are credited within the limit of the 60 credits related to the academic year, usually distributed equally over the two semesters.
- (4) Once selected, the optional core discipline becomes mandatory.
- (5) Obtaining credits over the allocated number is possible by attending and passing optional disciplines included in the curriculum of each year/semester of university studies.
- (6) The optional core and optional disciplines followed additionally during an academic year benefit from additional credits, they being recorded only in the diploma supplement. These disciplines are not taken into account when calculating the weighted average of the student.
- (7) If several optional disciplines are offered within the same semester or year of study, the number of credits may exceed the minimum threshold referred to in paragraph (1).
- (8) The bachelor's degree examination is credited separately with 10 credits, which will be added to the 180-240 ECTS credits (for bachelor's studies lasting 3-4 years) / 300-360 ECTS credits (for bachelor's studies lasting 5-6 years) accumulated until the bachelor's degree defence.

Art. 58

- (1) For each discipline, the number of credits allocated is determined according to the workload required by that discipline in relation to the total workload required to pass the entire year of study.
- (2) The workload refers to the number of hours of courses, seminars, laboratories, but also the number of hours of individual study, drafting of papers, etc., necessary for learning and passing the discipline.
- (3) The credit allocation system is established by the University management, following the proposal made by the Faculty management, in accordance with the specific didactic activity.
- (4) One credit is granted for the workload that a full-time student should carry out over 25 hours of instruction for the learning outcomes:
 - university training - 10-12 teaching hours allocated for attending courses, seminars/laboratories, projects, examinations and other activities to ensure the university training of the student;
 - individual training/study – the remaining hours until 25 (hours related to sessions and internships will also be considered).
- (5) The number of credits allocated to a discipline does not reflect its importance, this being regulated by the classification of disciplines into compulsory, optional core and optional.
- (6) Credits do not assess students' competencies, and should not be confused with the grade.
- (7) Credits do not measure the working time of the teaching staff, but only that of the student.
- (8) In the UMFVBT, only credit units are used, without fractions. A discipline cannot have less than one credit unit allocated.
- (9) Credits to a discipline cannot be obtained in stages.
- (10) The mandatory discipline "Physical Education" is allocated 1 credit, granted in addition to the mandatory ones, and cannot be transferred to attain the number of mandatory credits. Passing the discipline Physical Education is mandatory.
- (11) A maximum of 2 credits may be allocated to an optional core discipline.

Art. 59



- (1) The granting of credits is done when the discipline is passed (passing a discipline means to obtain the minimum grade of five or 'passed'). The granting of credits certifies that, for the result obtained in the evaluation, the workload defined by the number of credit units has been carried out.
- (2) An examination passed in a previous academic year is recognised as passed even if the number of credits allocated for that discipline changed.
- (3) This provision will apply accordingly also if, following the modification of the curriculum, a one-year discipline is divided into two semester disciplines, or a two-semester discipline is merged into a one-year discipline.
- (4) During a study program, the credits obtained by a student remain valid, unless the student waives the grade obtained, at his or her own risk, in order to change the grade in the re-examination session.

V.2. Specialty (summer) internship

Art. 60

Integrated specialty internship during the summer is a mandatory discipline, credited separately in the curriculum and completed with a PASS/FAIL grade, which aims to consolidate theoretical knowledge, train and develop general and specialised professional and practical skills specific to the specialisation for which the student is training within the study program followed.

Art. 61

Within the UMFVBT, the students' specialty internship is carried out according to the **Regulation on the organisation and conduct of students' specialty internship**, and has the following objectives:

- a) to strengthen the theoretical knowledge and develop the practical skills of the student to be applied in accordance with the study program followed;
- b) to adapt the knowledge and practical skills of students to the labour market by carrying out summer internships in healthcare/pharmaceutical units;
- c) to prospect and capitalise on the possibilities of hiring graduates, depending on their training and skills;
- d) to ensure excellence in training and promote values in the spirit of academic freedom, in the context of national and international culture and civilisation.

V.3 Attendance at scheduled educational activities

Art. 62

Within the UMFVBT, the form of organisation of bachelor's degree study programs is **full-time**, in accordance with the provisions of Art. 139(a) of LNE no. 1/2011.

Art. 63

Regardless of the sources of study funding, the student enrolled in full-time study programs has the obligation to participate in all types of activities described in the syllabus, as provided in their curricula. The criteria for sitting for the final examination to assess the knowledge acquired during a semester is attendance at courses, practical courses, seminars, projects and internships.

Art. 64

- (1) The record of absences is kept by the course coordinator for the entire duration of the study program.
- (2) In exceptional situations caused by personal events (marriage, death in the family), students may be exempt from attending classes for a maximum period of 5 working days and may justify the corresponding absences, with their recovery, free of charge.



(3) For motivation, students will submit an application to the Dean's Office, accompanied by supporting documents.

V.4 Evaluation of students

Art. 65

- (1) The rules regarding student evaluation are proposed by the heads of disciplines, approved by the Department Director and approved by the Dean of the faculty, in accordance with the provisions of the **Methodology on the examination and grading of students within the UMFVBT**.
- (2) The final evaluation and the evaluation during the semester must be objective, reproducible, and characterise the student's professional performance.
- (3) Students' knowledge is evaluated with grades from 1 to 10, the minimum pass grade being 5. The evaluation consists of examining theoretical knowledge and, as the case may be, practical knowledge.
- (4) The examination and grading rules must be known and observed by the entire academic community. In case of non-compliance, confirmed by DEACE (Department of Evaluation and Assurance of Educational Quality), the examination may be nullified and the responsible persons will be sanctioned according to the provisions of the Internal Regulations of the UMFVBT.
- (5) The end of the activity in the educational disciplines is achieved through an examination or oral examination, as provided in the curriculum.
- (6) Examinations may be conducted in written form (multiple-choice test, written material, or mixed subject), oral form, as a practical test or as another way of verifying knowledge, depending on the specifics of the discipline.
- (7) An oral examination is the form of verification of the knowledge acquired by students, and can be held in the week before the examination session, without disrupting the teaching activity, or in the ordinary examination session.
- (8) The evaluation at examinations must be objective and reproducible, and characterise the student's professional performance.

Art. 66

- (1) The structure of the academic year provides for the following examination sessions: two ordinary sessions (winter and summer), two sessions for retakes (winter and summer), one session for re-examinations/reconsideration of the grade (autumn).
- (2) Exams may only be sat for in the examination sessions, an integral part of the structure of the academic year, approved by the Board of Directors and approved by the University Senate.
- (3) By exception to the provisions of para. (2), if there are elements that can prove that the examination took place irregularly or that the student was evaluated incorrectly, students who have only one failed examination in the re-examination session may request, based on an appeal submitted to the Secretary's Office of the faculty within 24 hours from the communication of the results, retaking it in front of a committee appointed by the Dean, with the nullification of the previously held examination.

Art. 67

- (1) All study subjects/disciplines will have a unique scale and bibliography, regardless of the number of teaching staff.
- (2) In the first two weeks from the beginning of the academic year, each discipline must display the syllabus that includes the examination topics, the reference bibliography and the evaluation and grading methods, the criteria based on which students are admitted to the examination, the manner in which the final grade is calculated, as well as the weight assigned to each test in the final result.



- (3) The manner in which the examination takes place and the specific requirements will be made known to the students by the course coordinator during the first course.
- (4) The content of the course/practical course/internship textbook and the list of bibliographic materials will be made available to students by posting on the moodle.umft.ro platform.
- (5) The course topics must be updated and in accordance with the current needs and rigors of medical and pharmaceutical education.

Art. 68

The content of the course/practical course/internship textbook must be known and accepted by all teaching staff for said discipline, and the person(s) responsible for this is/are the head(s) of discipline.

Art. 69

- (1) Regardless of the form of evaluation used, the examination of all students in a discipline must be uniform, both in terms of difficulty and in terms of how it is conducted and the number of subjects tested.
- (2) Examination topics will be established according to the course/practical course/internship topics, and will be unique for the same discipline/subject, the persons responsible for this being the course coordinators, the head(s) of discipline and the department director.

V.4.1 Participation in an examination

Art. 70

Only students who have fully fulfilled their professional obligations during the year, the conditions regarding attendance at the teaching activities, as well as the financial obligations to the University have the right to take the examination.

Art. 71

- (4) Sitting for a theoretical test is conditioned by the participation of the students in at least 50% of the courses.
- (5) Absences from the course will be recovered only in the same week, with another series, if possible.
- (6) Students who accumulate absences at courses of more than 50% will be allowed to sit for the theoretical test in the retake and re-examination session, respectively (if he/she did not sit for/pass the examination in the retake session).
- (7) Sitting for a practical test is conditioned by the participation of the students in at least 80% of the internships/practical courses.
- (8) Absences accumulated by students at internships/practical courses in an amount higher than allowed (20%) may be recovered, against a fee, within the limit of 30% of the total number of hours, in the periods established by each discipline, depending on specificity, preferably outside the examination sessions.
- (9) Students enrolled in the complementary year are obliged to repeat the internships/practical courses/seminars for the discipline not passed.
- (10) Students who have been absent for well-documented medical reasons (hospitalisations, medical certificates countersigned by a specialist physician from the UMFVBT Evaluation Committee) may recover these absences free of charge, depending on the discipline program, provided that the number of absences does not exceed 50% of the total number of hours. The special situations are analysed by the Dean of the Faculty, based on the submitted application and documentation.

Art. 72

- (1) A student has the right to sit for an examination for a certain discipline only once during the ordinary examination session. A student may sit for an examination at most 3 times during an academic year, in the following examination sessions:



1. Ordinary examination session (winter/summer) - related to the semester during which the discipline was taught;
 2. Retake session (winter/summer) - related to the semester during which the discipline was taught (in case of not passing or not sitting for the examination in the ordinary session);
 3. Re-examination session (autumn) for non-passed examinations (written test, practical test, or both) and for grade reconsideration.
- (2) The student can sit for at most 2 re-examinations/academic year.
- (3) The first two times a student sits for an examination are free, if they take place in the ordinary session, and in the retake session.
- (4) In order to sit for examinations in the re-examination session, the student will pay a fee as provided in the **Regulation on the amount of tuition fees and other fees within the UMFVBT**, approved by the University Senate.
- (5) Re-examination represents sitting for an examination for the third time for a maximum of two examinations not passed, including by not being present at the examination.
- (6) Sitting for examinations in the re-examination session is made based on an individual note issued by secretary's office of the faculty, at the student's request, based on an application submitted to the secretary's office of the faculty at least 3 working days before the examination. By way of exception, in situations where the scheduling of examinations does not allow compliance with the deadline and in special situations, secretary's office of the faculty may issue the individual note also on the day of the examination.
- (7) Re-examinations to reconsider a grade are made with the approval of the Dean of the Faculty for at most two examinations in the current academic year. Re-examinations to reconsider a grade will be held in the session provided in the structure of the academic year. In order to benefit from the re-examination to reconsider a grade, the student must have completed all credits successfully at the end of the retake session.

V.4.2 Scheduling and conduct of the examination

Art. 73 Examinations will take place only in compliance with a previous planning.

Art. 74

Students will be informed of the form of the examination during the first course. The scheduling of the examinations (in the ordinary examination session) is done by mutual agreement between the students and the course coordinating teaching staff.

Art. 75

Examinations will be scheduled between 08.00–20.00. It is not allowed to exceed 20.00 to complete the examination, regardless of how it is conducted.

Art. 76

- (1) The date, time and place of the examinations will be communicated in writing to the Dean's Office of the Faculty by the course coordinators and/or students, as the case may be.
- (2) During the implementation of the IT program for the management of students' schooling, the scheduling of examinations will be done in the IT platform by the course coordinating teaching staff, from their user accounts.

Art. 77

The scheduling of the examinations will be established by the course coordinators in agreement with the students, and will be posted on the University website at least one week before the start of the session.



Art. 78

Each discipline must provide at least two options per session in terms of selecting the examination date in the retake and re-examination sessions.

Art. 79

Examinations for different subjects cannot take place on the same day. Examinations from retake and re-examination sessions are exempted from this provision.

Art. 80

In ordinary examination sessions, an interval of at least two days must be provided between two successive examinations.

Art. 81

In exceptional cases, the student who cannot sit for the examination according to his/her series' scheduling for objective reasons may request the rescheduling of the examination with another series to the Dean of the Faculty in writing, provided that the teaching staff is the same. Reasons must be proved by supporting documents. If a student fails to sit for an examination according to the scheduling without supporting documents and without the approval of the Dean and the course coordinator, he/she loses the opportunity to sit for the examination.

Art. 82

Students may schedule examinations on any day during the examination session, including Saturdays and Sundays, in agreement with the teaching staff.

Art. 83

Students have the obligation to appear at the examination at the time and place established and announced, according to the scheduling (possibly 10-15 minutes before).

Art. 84

Students are admitted to the examination based on the student gradebook/ID which officially certifies student status and/or the individual gradebook issued by the Dean's Office, in case of outstanding credits, advance credits or difference examinations.

Art. 85

In the ordinary examination session, the student will appear at the examination with the student gradebook/ID (with temporary certificate from the Dean's Office) and ID card (or passport).

Art. 86

Teaching staff participating in the examination have the obligation to identify students and to verify whether the identity in the student gradebook/ID corresponds to that in the gradebook issued by the Dean's Office.

Art. 87

Students are assigned to the examination room according to the decision of the teaching staff supervising the examination.

Art. 88

During the examination, students will turn off all means of communication.



Art. 89

(1) The audio and/or video recording of the teaching activity is made only with the written consent of the teaching staff and without infringing intellectual property rights.

(2) The multiplication, in any form, of the recordings of the didactic activity by the students or by other persons is allowed only with the written consent of said teaching staff.

Art. 90

Computers may be used in specific subjects with the approval of the examining teaching staff, when this test is part of the examination.

Art. 91

Substitution of a person in an examination is prohibited, and is sanctioned with expulsion of both the student who has been substituted and the student who has substituted.

Art. 92

(1) Bags, street clothes and mobile phones will be stored in the places specified by the supervising teaching staff, not on or near the students.

(2) Students will not have mobile phone(s) or other electronic devices capable of allowing communication or consultation of data on their person. Mobile phone(s) in bags/clothes must be turned off when entering the examination room, and must remain turned off throughout the examination.

Art. 93

Discovering electronic devices able to allow communication or consultation of data on a student's person during the examination is considered an attempted fraud, even if said devices have not been used.

Art. 94

Students with hearing loss and who require the use of hearing aids must notify the course coordinator of this fact at least 72 hours before the examination. The course coordinator has the right to request medical documents attesting to the need to use a hearing aid by the student.

Art. 95

Students may not leave the examination room earlier than 30 minutes after the start of the examination.

Art. 96

Students must have on them ball pens or fountain pens and all permitted supplies required to sit for the examination. Any request or question may be addressed only out loud, and only with the permission of the teaching staff supervising the examination.

Art. 97

The multiple-choice tests must be filled in only on the standard forms available from the UMFVBT printing shop, and which are distributed to the students by the teaching staff.

Art. 98

During the examination, communication between students is prohibited.

Art. 99

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

Art. 100



- (1) Upon leaving the examination room, students must submit the written paper and all signed sheets they have on them and sign for handover.
- (2) During the examination, teaching staff will not carry out any activities other than those of student supervision.

Art. 101

The actual duration of the examination is displayed by the teachers by writing on the board.

Art. 102

The final grade of the examination is entered in the student gradebook/ID, with the signature of the course coordinator.

Art. 103

- (1) Attempted fraud (discovery of telephones/other electronic devices not working/turned off or printed/written materials on or near students, without these being consulted, during the examination) is sanctioned by removal from the examination and failure to pass the examination.
- (2) Fraud (catching a student in the act while using/consulting the written materials or electronic devices mentioned above, including the identification on or near the student of phones/electronic devices in working order/turned on) will be sanctioned with expulsion, without right of re-registration to the UMFVBT.
- (3) The examination committee will notify the UMFVBT Ethics Committee in writing on the examination fraud, for analysis and settlement. Within 10 working days from the receipt of the notification, the UMFVBT Ethics Committee establishes the sanction, according to this Regulation, which will be implemented by the Rector within 30 days from its establishment.

V.4.3 Grading of examinations

Art. 104

The examination grade must represent the level of theoretical and practical knowledge of the student.

Art. 105

The final grade may be the result of a single final evaluation, or the arithmetic mean between the examination grade and the practical examination grade or other forms of evaluation.

Art. 106

A discipline is passed if the final grade is at least 5.

Art. 107

- (1) A passed examination or only the practical part passed are recognised throughout the study period in that study program, unless the student waives the grade, at his or her own risk, in order to have it reconsidered in the re-examination session.
- (2) At the end of the first cycle of studies, namely the third year – for the Medicine and Dental Medicine study programs, and the second year – for the Pharmacy study program, the student must accumulate all 180 credits, or 120 credits, respectively.

Art. 108

- (1) If the student is not satisfied with the grade obtained at the passed examination, he/she has the right to request a re-examination in order to have it reconsidered, against a fee.
- (2) A re-examination to reconsider a grade at a passed examination may be requested in writing for at most two examinations from the curriculum of the current year of study only if the student has completed all credits successfully at the end of the retake session.



- (3) The grade obtained after the re-examination for the reconsideration of a grade is final, and may lead to a grade increase, grade decrease, or to not passing the examination, with the loss of the related credits.
- (4) If the student does not sit for the examination, although there is a written application from him or her for the re-examination for the reconsideration of a grade, the grade obtained previously is recognised.
- (5) If the student sits only for one part of the examination, and withdraws from the other, the examination is considered not passed, with the loss of the related credits.

Art. 109

- (1) The results of the examination are communicated to the student on the spot or within a maximum of 2 working days (exception, the last day of the session in which the results will be communicated on the same day) from the examination, and are mandatorily entered in the examination gradebook (note)/examination result and in the student gradebook/ID.
- (2) Grades in disciplines are not displayed, unless they are anonymised.
- (3) During the implementation of the IT program for student management, the final grades are entered in the IT program by the course coordinating teaching staff. Later, the gradebooks will be printed and signed by the course coordinating teaching staff and by a member of the examination committee, which will be sent to the Dean's Office. The course coordinating teaching staff will check the correspondence between the grades entered in the computer program, the examination results, and the printed gradebook.
 - (1) The gradebook filled in and signed will be submitted to the secretary's office of the faculty, under signature, by a member of the examination committee/a representative of the discipline at the latest the day after the end of the retake session (in case of the winter/summer sessions), or the re-examinations/grade reconsideration session (in case of the autumn session), respectively.

Art. 110

- (1) The student has the right to see the paper and to receive explanations regarding the grading within 24 hours from the communication of the results. In this sense, the course coordinator has the obligation to establish a time frame in which students can consult their papers.
- (2) Students who, following the analysis of their own papers, consider that they have been wronged may challenge the result of the examination.
- (3) The challenge formulated by a student can only be in relation to own results.
- (4) Challenges by students regarding the way of conducting the examinations, the grading or the results of the examination will be submitted to the secretary's office of the faculty within 24 hours from the communication of the results.
- (5) Challenges by students will be analysed by a settlement committee, appointed in this sense by the Dean of the faculty. The committee analyses the situation presented by the student, and draws up a report on compliance/non-compliance with institutional regulations and procedures.
- (6) If the Dean of the faculty finds that there are elements that prove that the examination was carried out irregularly or that the student was evaluated incorrectly, he/she, based on the report drawn up by the challenge settlement committee, may nullify the examination result, and order a new examination by a committee established by the Dean, consisting of 3 teaching staff, in compliance with the examination procedures provided for that discipline. The re-examination under these conditions does not reduce the total number of possible presentations to pass an examination.
- (7) The reply to the challenge will be communicated to the student, the teaching staff involved, and the department director in writing within 48 hours at the most from its submission.

V.5. Passing examinations

Art. 111

- (1) Medical education is carried out, according to the Bologna Process, in two cycles: preclinical (years I-III, totalling 180 credits - for bachelor's degree studies with a duration of 6 years, years I-II, totalling



120 credits – for bachelor's degree studies with a duration of 5 years), and clinical (the next 3 years, totalling 180 credits), according to the provisions of the University Charter.

(2) For study programs with 180-240 ECTS credits within the UMFVBT faculties, the curriculum entails a single study cycle.

Art. 112

(1) In order to pass a year of study within a cycle, a student must obtain a minimum of 45 credits out of the total of 60 allocated/year, noting that the number of outstanding credits is a maximum of 15 outstanding credits accumulated in the last two years of studies at the most, according to ARACIS standards.

(2) Passing a study cycle involves passing all disciplines and the total number of credits provided for each study program. At the Faculty of Medicine and Dental Medicine, students have the obligation to accumulate the 180 credits/cycle at the end of a study cycle, namely years III and VI. At the Faculty of Pharmacy, students have the obligation to accumulate 120 credits/cycle, at the end of a study cycle, namely year II, and 180 credits at the end of year V, for the second cycle.

(3) The minimum passing grade is 5 (five), both in the practical and in the theoretical examination.

(4) A passed test, even in the examination is not passed, will be recognised throughout the years of study.

(5) Grades lower than 5 require examinations be retaken in a future session.

Art. 113

(1) The general average grade (GPA) of the year of study is calculated for each year of study **as a weighted average**, taking into account all the mandatory disciplines (including the optional selected as mandatory) passed by the student **and their number of credits**, after the end of the retake session or the re-examination session.

(2) The mandatory disciplines are those provided in the curriculum related to the year of study.

(3) The weighted average will be used for:

- Annual reclassification of students;
- Classification of students in order to grant scholarships to stimulate academic performance;
- Distribution of accommodation in residence halls;
- Classification of students in order to award places in student camps;
- Selection of students to participate in internal and international mobility.

(4) The provision of par. (3) applies to students enrolled starting with the academic year 2016-2017.

Art. 114

An examination passed in a previous academic year is recognised as passed even if the number of credits allocated for that discipline changes.

Art. 115

In the years within the cycles in study programs with 300 and 360 ECTS, the academic record may be:

1. **Student who completed all credits successfully** – if the student obtained all 60 credits;

2. **Passed with credits to be retaken** – if the student obtained a minimum of 45 credits from the total of the 60 credits allocated/year, noting that the number of outstanding credits is a maximum of 15 outstanding credits accumulated in the last two years of studies at the most;

a) In both cases (points 1 and 2), the student may register in the following year of study.

b) Students who will sit for retakes from previous years (outstanding credits) will be able to attend the examination only based on the individual examination gradebook, issued by the secretary's office of the faculty.

3. **Repeater** – if the student did not obtain a minimum of 45 credits/year, or the number of outstanding credits in the last two years in a cycle exceeds 15 credits. In these cases, the student has the right to register in the **complementary year**.



4. Expelled with the right to reenrol – according to the provisions of Chapter VII of this Regulation.

CHAPTER VI. EXTENSION OF THE SCHOOLING PERIOD (COMPLEMENTARY YEAR. EXTENSION ON MEDICAL GROUNDS). INTERRUPTION OF STUDIES. WITHDRAWAL FROM STUDIES. SCHOOL ABANDONMENT

Art. 116

The student has the obligation to complete his/her studies in a period of time that does not exceed twice the normal duration of schooling for that study program.

VI.1 Complementary year

Art. 117

(1) Students who have not obtained a minimum of **45 credits out of the total of the 60 allocated/year** or if the number of outstanding credits in the last two years in a cycle exceeds 15 credits may continue their studies during a **complementary year by signing of a new study contract**.

(2) Complementary year means a repeat year with the possibility of obtaining a maximum of 30 credits in advance.

(3) The total duration of studies is extended by the complementary year.

Art. 118

During the studies, a student may be registered in a complementary year several times in order to pass the same year of study, without exceeding twice the normal duration of schooling for that study program.

Art. 119

(1) The application for registration in a complementary year is submitted in writing to the secretary's office of the faculty after the end of the examination session or at the latest 10 working days before the beginning of the academic year, otherwise the student will be expelled due to not registering.

(2) The tuition fee for the complementary year is paid in proportion to the number of outstanding credits, but not more than the equivalent value of 60 credits corresponding to the tuition fee related to the study year in which the student registers. Outstanding credits means all outstanding credits within the cycle not passed on the date of registration in the complementary year, in accordance with the **Regulation on the amount of tuition fees and other fees**.

(3) In the case of foreign students (third-country citizens) studying on their own, the tuition fee for the complementary year will be at the level of the tuition fee of the year in which they registered, in the amount provided for in the Regulation on the amount of tuition fees and other fees within the UMFVBT, approved by the University Senate.

(4) On returning from a complementary year, the student may be reclassified to a budgeted place, subject to the criteria set out in Chapter IX of this Regulation.

(5) The student enrolled in a complementary year does not have the right to receive a scholarship.

(6) The student enrolled in a complementary year, who is dissatisfied with a grade obtained at a passed examination related to the year he/she repeats, has the right to repeat the study of the discipline, observing the structure of the academic year.

Art. 120



- (1) Students who do not obtain the necessary credits to pass to the next academic year and are registered in a complementary year must satisfy the requirements of the curriculum of the class with which they will resume their studies.
- (2) In the complementary year, the didactic obligations of the student are limited to non-passed disciplines and new disciplines, in case the curriculum changes.
- (3) In the case of students registered in a complementary year, the grades (including partial ones) will be kept in the disciplines' records, and the credits obtained in the disciplines passed in the previous year, including the credits obtained in advance, will remain valid and will be entered by the secretary's offices of the faculties in the gradebook.
- (4) Students registered in a complementary year must comply with the requirements of the curriculum of the class with which they will graduate. If there are changes, the secretary's offices of the faculties will mention the disciplines for which students must sit for an examination/a difference examination due to a change in the curriculum in the applications for registration in a complementary year. The alignment of the academic record of students registered in a complementary year to the curriculum of the class by adding or eliminating some disciplines may lead to a change of the general average grade for that year. The difference examinations established due to a change in the curriculum are sat for without financial obligations.

Art. 121

- (1) Students registered in a complementary year may choose to complete, in part, the curriculum of the following year, thus obtaining credits in advance.
- (2) Students who, in a complementary year, request credits in advance will pay the tuition fee in full.
- (3) Obtaining credits in advance for a year of study is not followed by the decrease of the tuition fee related to that year.
- (4) The option to complete, in part, the curriculum of the following year is submitted to the Dean's Office of the faculty within the term provided for the registration of students.
- (5) The application is endorsed by the course coordinator and the head of discipline, and approved by the Dean of the faculty. The student has the obligation to submit a copy of the application approved by the Dean to the discipline for which he/she requests credits in advance, mentioning the group with which he/she will perform the practical courses/internships.
- (6) The number of credits that may be completed from the following year is limited to 30 units. The number of outstanding credits and credits assumed from the following year may not exceed 60 in an academic year.
- (7) No credits in advance will be approved for disciplines with continuity, if they have not been passed in the previous years.
- (8) One week before the examination, during the session, students will request an individual gradebook with which they will submit themselves at the examination.
- (9) Depending on the schedule of outstanding credits, the student in a complementary year may carry out didactic activities and sit for examinations in disciplines from the following year, with the approval of the course coordinator and provided the complete fulfilment of didactic obligations (attendance at courses, practical courses, internships).
- (10) The distribution in a series or module will be made without overlapping the schedule of the outstanding credits (disciplines) from the complementary year with the schedule of the credits assumed from the higher plan. The examination of students registered in a complementary year and who are attending disciplines from the following year will be carried out in the same way as for the other students, as they have the possibility to sit for an examination three times during an academic year.
- (11) Any credits obtained in advance are not considered when accounting for the credits necessary to pass the year of study. Credits taken in advance are considered only for the semester/year to which the discipline contracted in advance belongs.

Art. 122



If, on returning from a complementary year, the repeated bachelor's degree program no longer exists, the student may opt for a program similar in content. If such a program does not exist, the University has no obligation to students in this case.

VI.2 Extension on medical grounds

Art. 123

(1) Students who did not pass in the following academic year on medical grounds may be reregistered in the same year of studies under the following conditions:

a) have been hospitalised for more than 60 calendar days, or

b) have had medical leave for a period longer than 60 calendar days, of which hospitalisation for at least 20 consecutive days.

(2) In this regard, students will submit an application for extension of schooling on medical grounds to the secretary's office of the faculty together with the supporting documents endorsed by the Medical Committee of the University within maximum 10 days from the end of the medical exemption period mentioned in medical certificate.

(3) The documents will be analysed and approved by the Medical Committee of the University, the Dean of the Faculty, and the Board of Directors.

Art. 124

Upon resumption of studies, students who have benefited from extension of schooling on medical grounds resume their place, budgeted or non-budgeted, they had at the time of requesting the extension on medical grounds.

Art. 125

(1) Budgeted students who have not obtained the number of credits necessary for passing due to medical reasons will attend the complementary year, without financial obligations.

(2) The application to resume studies without financial obligations will be approved by the Dean of the Faculty and the Board of Directors.

Art. 126

(1) Extension of schooling on medical grounds may be granted only once during the entire schooling, for 1 year.

(2) In exceptional situations, the Board of Directors of the University may approve additional extension of schooling on medical grounds.

Art. 127

(1) In the year of extension of schooling on medical grounds, students must meet the requirements of the curriculum of the class with which they resume their studies.

(2) The didactic obligations of the student are limited to the non-passed disciplines and new disciplines in case the curriculum changes.

(3) Grades from the examinations passed in the previous years are recognised.

(4) In case of changes to the curriculum for the new disciplines, students will sit for difference examinations, without financial obligations.

Art. 128

If, upon resumption of studies, the repeated bachelor's degree program no longer exists, the student may opt for a program similar in content. If such a program does not exist, the University has no obligation to students in this case.

VI.3 Interruption of studies



Art. 129

(1) Interruption of schooling may be approved for a period not exceeding two years during the bachelor's degree.

(2) During the interruption of studies, student status is suspended.

(3) The application for interruption of schooling will be submitted to the secretary's office of the faculty in writing, at the latest at the beginning of the examination session related to the second semester.

(4) The application for interruption will be endorsed by the Dean of the faculty, and approved by the Board of Directors of the University.

Art. 130

The duration for which the student benefits from free education, according to the legislation in force, is not affected by the period for which the interruption of studies was approved.

Art. 131

(1) Non-budgeted students have the obligation to pay the tuition fees in full for the current academic year, in compliance with the provisions of the **Regulation on the amount of tuition fees and other fees within UMFVBT**.

Art. 132

(1) Examinations passed until the date of interruption of schooling will be recognised.

(2) Students who have interrupted their studies are obliged to, upon resumption, to fulfil any didactic obligations resulting from the change in the curriculum occurred in the meantime, by studying the newly introduced disciplines and sitting for the difference examinations, without financial obligations.

(3) This must be communicated to the student at the time of interruption of studies, the student stating on the application for interruption that he/she has taken note of this.

(4) If, on return, the interrupted bachelor's program no longer exists, the student may opt for a program similar in content. If such a program does not exist, the University has no obligation to students in this case.

Art. 133

(1) At the expiration of the interruption of studies, the student will submit an application for resumption of studies at least 10 working days before the beginning of the academic year, otherwise he/she will be expelled for not registering.

(2) Upon resumption of studies, students resume the budgeted or non-budgeted place they had at the time of requesting the interruption.

VI.4 Withdrawal from studies

Art. 134

(1) Students have the right to request withdrawal from studies, through an application submitted to the Dean's Office of the faculty, which will be approved by the Dean and the Board of Directors of the University.

(2) Non-budgeted students have the obligation to pay the tuition fee in full for the current academic year, in compliance with the provisions of the **Regulation on the amount of tuition fees and other fees within UMFVBT**.

(3) The original documents on file are issued only after submitting at the Dean's Office of the faculty the complete departure clearance form.

Art. 135



- (1) In case of withdrawal, the recovery of the UMFVBT student status takes place only by sitting for a new admission competition, except for the cases provided in par. 2.
- (2) Re-enrolment without admission competition may be approved, at the written request of the withdrawn students, in maximum 5 years from the withdrawal from UMFVBT with the consent of the Dean of the Faculty and the endorsement of the Board of Directors, by the decision of the Rector, under the conditions set out in this Regulation regarding re-enrolment. Students who withdrew from the University in the first year of study are excluded from this provision.
- (3) The application for regaining student status will be submitted to the secretary's office of the faculty at least 10 working days before the beginning of the academic year.

VI.5 School abandonment

Art. 136

At UMFVBT, school abandonment means:

- failure to register within the term provided in this Regulation.
- withdrawal from studies.

CHAPTER VII. EXPULSION

Art. 137

- (1) Students will be expelled with the right to re-enrol at UMFVBT in the following cases:
 - failure to register/sign the study contract or addenda thereto within the terms provided by the University regulations;
 - failure to pay the tuition fee within the terms provided by the University regulations;
 - failure to submit the application for resumption of studies, upon expiration of the interruption of studies, within the stipulated term;
- (2) Students will be expelled without the right to re-enrol at UMFVBT in the following cases:
 - exceeding twice the normal duration of schooling for the study program in which the student was enrolled;
 - examination fraud (catching a student in the act while using/consulting written materials or electronic devices, including the identification on or near the student of phones/electronic devices in working order/turned on);
 - serious violation of the norms of social coexistence, inside or outside the University;
 - carrying out actions of any kind (verbal or written) aimed at discrediting the University or any member of the academic community or seriously affecting its image and prestige;
 - misconduct against academic discipline and ethics, and non-compliance with the University regulations, at the proposal of the Faculty Council and/or the UMFVBT Ethics Committee, by decision of the Rector.
- (3) After expulsion, the person in question loses his/her student status, and UMFVBT no longer has any obligations with respect to that person.

Art. 138

In the event of a new enrolment through an admission competition, the results previously obtained are not recognised and cannot be equated in the UMFVBT.



CHAPTER VIII. RE-ENROLMENT

Art. 139

(1) Re-enrolment is made within the term established for registering students, based on application, with an approval of the Dean of the Faculty and endorsement of the Board of Directors, by decision of the Rector, subject to signing the study contract and paying the tuition fee.

(2) Expelled students may be re-enrolled within a maximum of 5 years from the expulsion, in the same study program, except for students expelled in the first year of study and those expelled without the right to re-enrol.

(3) UMFVBT students who have withdrawn may be re-enrolled within a maximum of 5 years from the withdrawal, in the same study program, except for students withdrawn/expelled in the first year of study.

(4) Students enrolled according to Law no. 84/1995 and those who have been expelled or who withdrew cannot be re-enrolled.

Art. 140

(1) Students will be re-enrolled on non-budgeted places throughout the studies, keeping their initial matriculation number.

(2) Students will also pay a re-enrolment fee, as provided in the **Regulation on the amount of tuition fees and other fees within the UMFVBT**, approved by the University Senate.

Art. 141

(1) Re-enrolment is made in the year of study related to the number of equivalent/recognised transferable study credits obtained until the moment of expulsion/withdrawal, by harmonising the curricula.

(2) Re-enrolment will be approved with sitting for any difference examinations, as the case may be.

(3) Final academic mobility is not allowed in the year of re-enrolment.

(4) During schooling, students may be re-enrolled only once.

Art. 142

(1) The acquisition of the student status by persons who were expelled or withdrew from other faculties in the country is done after passing the admission competition at the “Victor Babeș” University of Medicine and Pharmacy of Timișoara.

CHAPTER IX. PERFORMANCE CRITERIA AND STANDARDS FOR THE ANNUAL RECLASSIFICATION OF STUDENTS

Art. 143

The provisions of this Regulation will apply to:

- all faculties/study programs (excluding master’s degree and doctorate) within the UMFVBT;
- all students enrolled following an admission competition in all faculties/study programs (excluding doctorate) within the UMFVBT.

Art. 144

(1) In accordance with Law no. 224/2005, at the beginning of each academic year, students will be reclassified to budgeted study places according to the weighted average, in descending order, starting with students who have passed all their examinations.

(2) The system regarding the annual reclassification of students in order to occupy budgeted places for bachelor’s degree university studies, depending on the weighted average, is applied at UMFVBT starting with the first year, academic year 2016-2017.



(3) The reclassification refers to all budgeted places for each year of study at UMFVBT which remained available after preserving budgeted places for the following categories of students:

- a. students who met the conditions to receive social scholarships in the previous academic year;
- b. the students who benefit from extension of schooling on medical grounds maintain the status they had (budgeted/non-budgeted) in the year prior to the interruption of schooling;
- c. students who resumed their studies after an interruption;
- d. students who have been admitted to budgeted places allocated to Roma candidates, graduates of high schools from rural areas, and graduates with a high school diploma from the social protection system.

(4) Occasional social scholarships are not included in the category of social scholarships referred to in par. 2 (b).

Art. 145

(1) Budgeted places will be occupied following the reclassification in descending order of the weighted averages as follows:

1. student who completed all credits successfully;
2. students who passed with only one retake from the previous year;
3. students who passed with retakes.

(2) In case of equality of distribution averages, the tiebreaker criteria used sequentially until the first tiebreaker is reached are, in the following order:

1. Grade/average of the grades obtained for the subject with the highest number of credits from the previous academic year;
2. Grade/average of the grades obtained for the subjects with the highest number of credits, in descending order, from the previous academic year;
3. Arithmetic average of the weighted averages related to the previous academic years.
4. Average grade obtained in the admission competition at UMFVBT.

(3) In the case of students who passed with retakes, the weighted average is calculated by allocating to the examination not passed a grade of 0 (zero).

Art. 146

(1) A student who has completed all credits successfully (*in Romanian, "integralist"*) in the sense of this Regulation is the student who obtained 60 credits related to the completed year of study by passing examinations for the compulsory disciplines and the selected optional core discipline, according to the study contract.

(2) The examination(s) not passed in the previous year(s) affect(s) the status of student who has completed all credits successfully [for example, a student who has completed all credits successfully in the second year and could be transferred to the budgeted places according to the average grade but had a retake in first year will be reclassified according art. 179 (1)].

(3) At the end of the first cycle (year III - Faculty of Medicine and Dental Medicine, year II - Faculty of Pharmacy), the student must accumulate all 180 credits, or 120 credits, respectively.

Art. 147 The following categories of students are not reclassified:

- a. non-budgeted students who have graduated from another faculty on budgeted place;
- b. non-budgeted students who have graduated from another faculty (regardless of funding, budgeted or non-budgeted) and have not sat for an admission examination;
- c. students expelled and re-enrolled on a non-budgeted place until the completion of their studies from the year in which they were re-enrolled;
- d. students enrolled on non-budgeted places following the approval of mobility from private universities or the recognition of periods of study completed in other higher education institutions abroad;
- e. students admitted to studies based on a Letter of Acceptance and/or without admission competition (non-EU – studying on their own);



- f. students admitted to the programs who only have non-budgeted places;
- g. Romanian students everywhere;
- h. Romanian students and students from the EU, EEA and CH who were admitted to non-budgeted study programs with tuition paid in foreign currency (with admission competition) in Romanian and English/French study programs, respectively.

Art. 148 Students admitted by mobility from another accredited higher education institution in Romania who meet the conditions for passing the academic year keep their form of financing (budgeted or non-budgeted) only in the first academic year from the moment of approval of the final academic mobility.

Art. 149 Olympic students admitted on a budgeted place, without an admission examination, will keep their budgeted place only in the first year of study.

Art. 150

(1) Students who benefit from a mobility scholarship with a duration of one year keep the status (budgeted or non-budgeted) they had in the year before the departure, provided that the year of study is passed.

(2) Students who benefit from a mobility scholarship with a duration of one semester will be reclassified according to the provisions of Art. 164 (1).

Art. 151 Upon returning from a complementary year, the student may be reclassified to a budgeted place, under the conditions of the criteria mentioned in Art. 164 of this Regulation.

Art. 152 Students who have lost their budgeted place may continue their studies on a non-budgeted place.

Art. 153

(1) The weighted average is expressed as the sum of the products of the grades obtained (N) for the mandatory disciplines and the credits related to the disciplines (C), related to the total number of credits of that year, except for Physical Education (**where this discipline is not compulsory or does not have a credit**) and specialty (summer) internship, according to the formula: $M_p = \sum N_n C_n / 58$.

(2) When calculating the weighted average of the study year, all the mandatory disciplines and the optional core disciplines selected promoted by the student and their number of credits are taken into account after the end of the retake session or the re-examination session.

(3) The optional core disciplines followed additionally during an academic year benefit from additional credits, they being recorded only in the diploma supplement. These disciplines are not taken into account when calculating the weighted average of the student.

(4) The optional disciplines followed additionally during an academic year benefit from additional credits, they being recorded only in the diploma supplement. These disciplines are not taken into account when calculating the weighted average of the student.

(5) The possible credits obtained in advance are not taken into account when accounting the credits necessary for passing the year of study. Credits taken in advance are considered only for the semester/year to which the discipline contracted in advance belongs;

Art. 154 **The reclassification of students** in order to distribute them on the budgeted places is carried out by the staff of the secretary's offices of each Dean's Office, with the support of the IT Department, verified and certified, under signature, by the Dean of each Faculty.

Art. 155 **The reclassification** is announced and displayed on the notice board of the Dean's Office in the first week of the academic year.

Art. 156



- (1) Any appeals regarding the annual reclassification of the students will be submitted within 48 hours after they are displayed at the Dean's Office of the Faculty, through the University Registry, room 1, from 08.00-14.00.
- (2) The resolution of appeals is exclusively within the competence of the Dean of the Faculty.
- (3) After resolving any appeals, the lists with the reclassification of the students will be drawn up and displayed, which include the final and indisputable results.

Art. 157

- (1) Candidates who benefited from partial financing from the state budget within a bachelor's degree program and were declared admitted in the admission competition organised by UMFVBT will be enrolled on non-budgeted places, starting with the first year of study.
- (2) The category of students referred to in paragraph (1) has the right to be reclassified on the budgeted places only after passing, on non-budgeted places, the number of years of study related to the ones previously attended on budgeted places, observing the performance criteria and standards for the annual reclassification of students, established by the University management.
- (3) Non-budgeted students who were reclassified to budgeted places have the obligation to submit the high school diploma in original to the secretary's office of the faculty/department no later than the last day set for enrolment in the academic year, but no later than 30 calendar days from the beginning of the academic year, under penalty of **losing the budgeted place obtained by reclassification**.

CHAPTER X. STUDENT MOBILITY AND EQUIVALENCE/ RECOGNITION OF STUDIES PERFORMED IN OTHER HIGHER EDUCATION INSTITUTIONS, IN THE COUNTRY OR ABROAD

X.1. General provisions

Art. 158

- (1) Academic mobility represents the right of students to have their transferable credits acquired recognised, in accordance with the law, in other higher education institutions accredited/provisionally authorised in the country or abroad or other study programs within the same higher education institution.
- (2) Mobility can be internal or international, and final or temporary, for all forms of education.
- (3) Academic mobility is achieved in compliance with the legal provisions regarding the schooling capacity and the financing of higher education and this Regulation.

Art. 159

The recognition of transferable credits in the case of international academic mobility can be achieved by higher education institutions for the person who proves the completion of the mobility period with documents issued by the higher education institution attended.

Art. 160

Academic mobility can be performed as a result of the student's initiative:

- based on interinstitutional agreements;
- only with the acceptance of the accredited/provisionally authorised higher education institutions, as the case may be, of origin, and receiving, respectively.

(1) The interinstitutional acceptance consists in filling in and signing the standard mobility application, provided in the annex to Order no. 5140/2019 regarding the academic mobility of students, as follows:

- the student submits the mobility application to the higher education institution that he/she wants to attend, in order to obtain acceptance;



- after obtaining the mobility acceptance, the student requests mobility from the higher education institution where he/she is enrolled;
- the higher education institution that accepts the mobility is the one to sign first the student's mobility request, followed by the signature of the institution from which the student leaves;
- the conditions under which the mobility takes place are also mentioned in the application.

Art. 161

The conditions under which the student's academic mobility can be carried out, namely the general criteria for recognition and equivalence of studies carried out in other higher education institutions abroad, for the cycle of bachelor's degree studies within the UMFVBT are established by the Regulation on the academic mobility of students, for the bachelor's and master's degree cycle, within the "Victor Babeș" University of Medicine and Pharmacy of Timișoara.

CHAPTER X. FINAL EXAMINATIONS

Art. 162

The bachelor's degree studies within the UMFVBT faculties are completed by a bachelor's degree final examination, which is organised according to own bachelor's degree regulation prepared and updated annually, according to the specifications of the Ministry of Education.

Art. 163

(1) The bachelor's degree final examination consists of two tests:

- **evaluation of basic and specialised knowledge.** This test is conducted in writing, with a national component and a practical test in the study programs that require this;
- **presentation and defence of the bachelor's degree paper.**

(2) The average grade for passing each test is at least 5.00 (five), and the average grade for passing the bachelor's degree final examination is at least 6.00 (six).

Art. 164

(1) Within the "Victor Babeș" University of Medicine and Pharmacy of Timișoara, graduates of the accredited or provisionally authorised study programs, who have passed all the evaluation examinations during the bachelor's degree university study programs, may sit for the bachelor's degree final examination.

(2) The graduates of the accredited study programs or of the study programs authorised to function provisionally within the UMFVBT will register at the Dean's Offices of the Faculties, and sit for the bachelor's degree final examination within the UMFVBT.

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

(4) Within UMFVBT, a student may sit for the bachelor's degree final examination within 3 years from graduation.

Art. 165

The University will inform the candidates about the final examination periods, the conditions and the registration periods, the topics and the bibliography through the secretary's offices of the faculties, by posting at the institution's headquarters and/or on the webpage.

Art. 166

(1) The committees for the final examination are established on study programs, by decision of the University Senate, at the proposal of the Faculties' Councils, and at the proposal of the Rector, respectively, and with the approval of the Board of Directors of the University. The composition of the committees is published on the University's website, www.umft.ro.



(2) The University management, the Dean's offices and the examination committees bear the entire responsibility for the organisation and conduct of the final examinations.

Art. 167

The diplomas for the graduates who passed the bachelor's degree final examination in the graduated study program are issued by the "Victor Babeș" University of Medicine and Pharmacy of Timișoara within a maximum of 12 months from the date of passing the final examination.

Art. 168

(1) Until the issuance of the diploma, the graduates who have passed the bachelor's degree final examination receive certificates of completion of studies within 30 calendar days from the date of the bachelor's degree final examination.

(2) The certificate regarding the completion of studies confers to the holder the same legal rights as the study document and needs to contain the position, last name, first name and signature of the persons in the institution in office at the date of preparation (rector, chief secretary of the university, dean, chief secretary of the faculty), the seal of the institution, as well as the following information:

- a) the field of university studies;
- b) study program/specialisation;
- c) study period;
- d) average grade for years of study;
- e) average grade of the final examination;
- f) the status regarding accreditation/authorisation for provisional functioning, 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);
- g) number of the ministerial order/letter of acceptance/approval for 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, whose validity period falls within the maximum period of 12 months calculated from the date the final examination is passed.

Art. 169

The certificate of graduation of university studies, without final examination, attests the graduation of a study program, and is issued upon request to graduates who did not sit for or did not pass the final examination. It is prepared by the graduated institution, and includes the following mandatory minimum elements:

- a) field of university studies;
- b) study program/specialisation;
- c) study period;
- d) average grade for years of study;
- e) the status regarding accreditation/authorisation for provisional functioning, 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) number of the ministerial order/letter of acceptance/approval for schooling/certificate of recognition of studies – for foreign students;
- g) position, last name, first name, and signature of the persons in the institution in office at the date of preparation (rector, chief secretary of the university, dean, chief secretary of the faculty), and the seal of the institution.



CHAPTER XI. DIPLOMAS / STUDY DOCUMENTS

Art. 170

(1) The conditions for issuing study documents are made public by posting on the notice board of the Study Documents Secretary's Office, on the UMFVBT website (www.umft.ro) and presented in the **Regulation on study documents**, approved by the Senate, in accordance with the Framework Regulation dated 27 April 2020 on the regime of study documents and university documents in the higher education system.

(2) Upon issuance, the graduate must come in with his/her ID card or passport in original, valid on the day of issuing the study document(s).

Art. 171

(1) The holders or their proxies have the right to request the issuance of completed study documents after a maximum of 12 months after passing of final examination.

(2) A study document regarding completed or partially completed studies will be issued to the holder free of charge.

(3) In case the holder cannot appear, the study certificate may be issued to his/her proxy, based on a mandate authenticated at the notary/power of attorney in copy, certified to be a true copy, which expressly states that the proxy can retrieve study documents.

(4) If the notarial mandate was drawn up on the territory of another state, it will be submitted in original, accompanied by a notarised translation. The mandate must bear an apostille or higher authentication (*in Romanian, "supralegalizare"*) of the competent authorities of the state on whose territory it was drawn up, except for those drawn up in states that have concluded conventions, treaties or agreements on legal aid in civil matters, which provide exemption from any notarisation.

Art. 172

(1) The completed study documents not retrieved by the holders/proxies will be kept in the UMFVBT archive indefinitely.

(2) The completed study documents not retrieved due to the death of the holder may be issued to a member of the holder's family (ascending or descending, first or second degree), based on an application approved by the UMFVBT Rector, accompanied by a notarised copy of the death certificate and an affidavit regarding the reasons invoked for retrieved these study documents.

(3) Mandates made at the Romanian embassies or consulates from various states are accepted. Mandates made under the signature of the Ambassador/Consul must not be translated or bear an apostille or higher authentication (*in Romanian, "supralegalizare"*).

Art. 173

In case of loss, complete destruction or partial damage of a study document, a duplicate thereof may be issued if the institution's archive contains the spine for that document and/or other legal documents showing the holder's academic record, or, if the archive was destroyed due to force majeure events (natural disasters, fires, etc.), by reconstituting the academic record by the institution.

Art. 174

(1) For the issuance of a duplicate of a study document, the holder will submit an application in writing to the UMFVBT Rector, accompanied by the following documents:

- a) written statement by the holder of the document, containing all the elements necessary for identification and the circumstances in which the document was lost, destroyed or damaged;
- b) a certified true copy of the birth certificate;
- c) two photographs - recently made on photographic paper, in colour, format 3x4 cm - of the holder of the document;



- d) proof of publication in the Official Gazette of Romania, Part III, in case of loss or destruction of the study document;
 - e) proof of payment of the fee for issuing the duplicate;
 - f) the damaged or plasticised document, in original;
 - g) notarial mandate/power of attorney certified as a true copy.
- (2) The file with the documents provided in par. (1) will be submitted by the holder or his/her proxy to the Study Documents Office for verification.
- (3) If duplicates of several study documents are requested, then, according to the law, an application for a duplicate will be made separately for each document (separate file). Fees for each duplicate are also paid separately.
- (4) All the approvals given for the issuance of duplicates will be kept in the archive of the institution indefinitely.

Art. 175

For the issuance of study documents, UMFVBT may charge fees, under the conditions established by the University Senate, in accordance with the provisions of the legislation in force and own regulations.

CHAPTER XII. REWARDS. SANCTIONS

Art. 176

For exceptional results in learning, scientific activity or other special merits, the student may be rewarded by:

- a) highlighting in the year of study, faculty or University;
- b) awarding a diploma of merit for exceptional results in didactic training and at the bachelor's degree final examination, depending on the average limit established by the regulations of the faculty or of the University;
- c) participation in camps, scientific events;
- d) scholarships, according to the Regulation on scholarships;
- e) other forms of distinction, with the approval of the Board of Directors, in accordance with the legal regulations.

Art. 177

(1) The student's non-observance of the duties deriving from the University regulations, as well as of the provisions contained in the University Charter adopted by the University Senate and the Code of Ethics and Professional Conduct may lead sanctions (warning, temporary suspension of scholarship, suspension of facilities, and, in extreme cases, expulsion from the faculty), according to the legal norms and own regulations in force.

(2) The sanctions are applied depending on the gravity of the violations, on their repetition, on the conditions under which they were committed. They may be challenged at the University management within 15 calendar days from the date of communication of the sanction, and will be resolved within 30 calendar days from the submission.

(3) The sanction will be brought to the notice of the sanctioned student, and the sanctioning decision will be attached to the personal file of the student.

CHAPTER XIII. ANNEXES

Annex no. 1 - Standard application - Registration in the complementary year

Annex no. 2 - Standard application - Interruption of studies

Annex no. 3 - Standard application - Withdrawal from studies

Annex no. 4 - Standard application - Resumption of studies

Annex no. 5 - Standard application - Re-enrolment in studies



Annex no. 6 - Standard application - Extension of schooling on medical grounds

Annex no. 7 - Standard application - concerning the change of name from the birth certificate initially submitted

Annex no. 8 - Standard application - regarding the start of the procedure for issuing by the Ministry of Education a new Letter of acceptance to studies.

Annex no. 9 - Template for a Register of records of study contract numbers

CHAPTER XV. FINAL AND TRANSITIONAL PROVISIONS

Art. 178

(1) This Regulation is reviewed annually, is amended in accordance with the new legal provisions, and is approved by the University Senate at least three (3) months before the beginning of the academic year, in accordance with LNE no. 1/2011, Art. 136 (2).

(2) The Regulation may be amended only with the approval of the University Senate.

(3) The Faculty Councils and the Board of Directors may adopt decisions on the detailing of certain articles of this Regulation, depending on the specifics of the activity.

(4) In exceptional situations (state of emergency/siege, epidemics/pandemics, natural calamities, and other justified situations), the UMFVBT Board of Directors may decide on the manner of carrying out teaching activities, based on university autonomy, according to its own procedure.

Art. 179

In order to make the contents of this Regulation known, it will be displayed on the University website (www.umft.ro), in the section Student regulations.

Art. 180

The following regulations and methodologies supplement this Regulation:

- University code on the rights and obligations of students;
- Regulation on the organisation and conduct of the admission competition to the bachelor's degree cycle at the "Victor Babeș" University of Medicine and Pharmacy of Timișoara;
- Residence hall regulation regarding the organisation and functioning of student accommodation at the "Victor Babeș" University of Medicine and Pharmacy of Timișoara;
- Regulation on awarding scholarships at the "Victor Babeș" University of Medicine and Pharmacy of Timișoara;
- Regulation on the application of the European Credit Transfer and Accumulation System (ECTS) within the "Victor Babeș" University of Medicine and Pharmacy of Timișoara;
- Regulation for the academic recognition of Erasmus+ students' studies within the "Victor Babeș" University of Medicine and Pharmacy of Timișoara;
- Regulation on the organisation and conduct of the bachelor's degree examination;
- Regulation on the management, completion and issuance of study documents and university documents within the "Victor Babeș" University of Medicine and Pharmacy of Timișoara;
- Regulation on the amount of tuition fees and other fees;
- Methodology on the examination and grading of students within the UMFVBT;
- Methodology on the organisation and conduct of the examination process of bachelor's degree students/master's degree students/doctoral students in the *online* system within the UMFVBT;
- Performance criteria and standards for the annual reclassification of students;
- Regulation on the organisation and conduct of specialty internship within the "Victor Babeș" University of Medicine and Pharmacy of Timișoara;
- Regulation on the academic mobility of students, for the bachelor's and master's degree cycle, within the "Victor Babeș" University of Medicine and Pharmacy of Timișoara.



Art. 181

Any regulations to the contrary will be repealed on the date of approval of this Regulation.

The Senate of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara approved this Regulation in the meeting dated 29.06.2022, the date on which it enters into force.

RECTOR,

Prof. Octavian Marius Crețu, MD, PhD.

The handwritten signature is applied on the original version of the document that is kept in the archives of the University Senate. This document has the same legal force as the original document.



Registration no. _____

Favourable opinion,

DEAN,

To the

MANAGEMENT OF THE FACULTY OF _____

I, the undersigned _____, declared a REPEATER in year _____, academic year _____, at Faculty of _____, Study program: _____, kindly request that you approve my **REGISTRATION IN THE COMPLEMENTARY YEAR** _____, in the academic year _____, at Faculty of _____, Study program: _____.

Thank you.

Date, _____

Student's signature, _____

Student's ACADEMIC RECORD _____, *matriculation no.* _____:

Year ____ / academic year ____ / _____

Year ____ / academic year ____ / _____

Year ____ / academic year ____ / _____

Year ____ / academic year ____ / _____

Year ____ / academic year ____ / _____

Year ____ / academic year ____ / _____

DIFFERENCE EXAMINATIONS established due to a change in the Curriculum, for the class _____

1. _____

2. _____

3. _____

4. _____

Chief Secretary of the Faculty, _____

I have taken note and received a copy _____
(date and signature)

The term for solving the request is according to the legislation in force



Registration no. _____

Favourable opinion,

Approved,

DEAN,

BOARD OF DIRECTORS

To the

Management of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara,

I, the undersigned _____, country _____, a student in year ____, group ____, academic year _____, at the **FACULTY** of _____, Study program _____, on a budgeted/non-budgeted place, kindly request that you approve my **INTERRUPTION** of bachelor’s degree studies, in the period _____, for the following reasons: _____

Thank you.

** I have taken note that, when resuming my studies, I will need to fulfil any didactic obligations resulting from the modification of the curricula occurred in the meantime, by studying the newly introduced subjects and sitting for difference examinations, without financial obligations.*

Date, _____

Signature, _____

ACADEMIC RECORD:

Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____

Chief Secretary of the Faculty,

STUDENT’S FINANCIAL SITUATION:

PAID - fee for the academic year _____

Financial Admin.: _____

(last and first name, signature)

The term for solving the request is according to the legislation in force



Registration no. _____

Favourable opinion,

DEAN,

Approved,

BOARD OF DIRECTORS,

To the,

**MANAGEMENT OF THE “VICTOR BABEȘ” UNIVERSITY OF
MEDICINE AND PHARMACY OF TIMIȘOARA,**

I, the undersigned _____, country _____, a student in year _____, academic year: _____, group _____, at the **FACULTY OF** _____, Study program: _____, on a budgeted/non-budgeted place/own account, kindly request that you approve my **WITHDRAWAL** from bachelor’s degree studies, for the following reasons:

Also, please release/issue my:

- personal documents file,
- academic record,
- syllabus (tick)

Thank you.

Date, _____

Signature, _____

ACADEMIC RECORD:

Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____

Chief Secretary of the Faculty,

STUDENT’S FINANCIAL SITUATION:

PAID - fee for the academic year _____

Financial Admin.: _____

(last and first name, signature)

The term for solving the request is according to the legislation in force



Registration no. _____

Favourable opinion,

DEAN,

Approved,

BOARD OF DIRECTORS,

To the

Management of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara,

I, the undersigned _____, country _____, having my student status suspended due to interruption of studies at Faculty of _____, Study program: _____, kindly request that you approve my **RESUMPTION OF STUDIES** at the Faculty of _____, Study program: _____, in the year _____, academic year _____, on a budgeted/non-budgeted place.

Thank you.

Date, _____

Signature, _____

ACADEMIC RECORD of the student _____, matriculation no. _____:

Year ____/ academic year _____/ _____

Year ____/ academic year _____/ _____

Year ____/ academic year _____/ _____

Year ____/ academic year _____/ _____

Year ____/ academic year _____/ _____

Year ____/ academic year _____/ _____

DIFFERENCE EXAMINATIONS established due to a change in the Curriculum:

1. _____

2. _____

3. _____

Chief Secretary of the Faculty,

The term for solving the request is according to the legislation in force



Registration no. _____

Favourable opinion,

DEAN,

Approved,

BOARD OF DIRECTORS,

To the

Management of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara,

I, the undersigned _____, country _____, expelled from the Faculty of _____, specialisation _____, kindly request that you approve my **RE-ENROLMENT** at the Faculty of _____, study program _____, in the year _____, academic year _____, on a budgeted/non-budgeted place.

Thank you.

Date, _____

Signature, _____

ACADEMIC RECORD of the student _____, matriculation no. _____:

Year ____/ academic year ____/ _____

Year ____/ academic year ____/ _____

Year ____/ academic year ____/ _____

Year ____/ academic year ____/ _____

Year ____/ academic year ____/ _____

Year ____/ academic year ____/ _____

Chief Secretary of the Faculty,

DIFFERENCE EXAMINATIONS established due to a change in the Curriculum:

1. _____

2. _____

3. _____

The term for solving the request is according to the legislation in force.



Registration no. _____

Favourable opinion,

DEAN,

Approved,

BOARD OF DIRECTORS

To the

Management of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara,

I, the undersigned _____, country _____, student in the year ____, group ____, academic year _____, at the **FACULTY OF** _____, Study program _____, on a budgeted/non-budgeted place, kindly request that you approve my **EXTENSION OF THE SCHOOLING PERIOD** on medical grounds, in the period _____, for the following reasons.

Please find attached the following supporting documents: _____

Thank you.

Date, _____

Signature, _____

ACADEMIC RECORD:

Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____
Year of study _____	Academic year _____	GPA _____

Chief Secretary of the Faculty,

STUDENT'S FINANCIAL SITUATION:

PAID - fee for the academic year _____

Financial Admin.: _____

(last and first name, signature)

The term for solving the request is according to the legislation in force.



*Endorsed
Legal Department*

Registration no./.....

*APPROVED
Board of Directors*

**To the
Management of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara**

I, the undersigned _____, student in the year _____, academic year _____, Faculty of _____, study program _____, holder of ID card series _____, no. _____, PIN (CNP): _____, residing in _____, str. (street) _____, nr. (no.) _____, bl. (building) _____, sc. (entrance) _____, et. (floor) _____, ap. (apartment) _____, _____ County, **kindly request that you change the name from my birth certificate initially submitted**, as follows: from _____ (initial name) to _____ (new name).

Please find attached the following:

1. Official documents showing the new name and based on which another birth certificate was issued (original + copy);
2. Birth certificate with new name (original + copy).

Thank you,

Date:

Signature:

The Dean's Office of the Faculty of _____ submits for approval,



Registration no./.....

To the

Management of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara
Faculty of

I, the undersigned _____, a student in the year _____,
academic year _____, Faculty of _____, study program _____
_____ holder of passport series _____, no. _____, residing in _____,
str. (street) _____, nr. (no.) _____, bl. (building) _____, sc. (entrance) _____, et.
(floor) _____, ap. (apartment) _____, _____ County, **kindly request the initiation of the procedure
regarding the issuance of a new Letter of Acceptance by the Ministry of Education, considering*:**

- Change of name from the initially submitted passport
- Re-enrolment in year, study program
- Final academic mobility
- Other cases

Please find attached the following related documents:

- Change of name from the initially submitted passport*
 - Official documents showing the new name and based on which another passport was issued (original and copy, and notarised translations thereof);
 - Passport with new name (original and copy, and notarised translations thereof);
 - Letter of Acceptance initially issued by the Ministry of Education (copy);
 - Other documents (original and copy).
- Re-enrolment in year study program*
 - Re-enrolment application (copy);
 - Letter of Acceptance initially issued by the Ministry of Education (copy);
 - Other documents (original and copy).
- Final academic mobility*
 - Application for final academic mobility (copy);
 - Letter of Acceptance initially issued by the Ministry of Education;
 - Other documents (original and copy).
- Other cases (original and copy, and notarised translations thereof):*
.....
.....

Thank you,
Date

Signature

The Dean's Office of the Faculty of _____ submits the application for resolution to the Pro-
Rector's Office for International Relations.



REGISTER OF RECORDS OF BACHELOR'S DEGREE STUDY CONTRACTS

Academic year 2020-2021	No.	Last and first name	Year of study	Contract number	Addendum number	Remarks
	1					
	2					
	3					
	4					