



# REGULATION ON THE ORGANISATION AND CONDUCT OF STUDENTS' PROFESSIONAL ACTIVITY WITHIN UNDERGRADUATE STUDIES UNIVERSITY OF MEDICINE AND PHARMACY „VICTOR BABEȘ” OF TIMISOARA

starting with the academic year 2023-2024

	Function, Name and Surname	Date	Signature
Elaborated:	Didactic Prorector, Professor MD Daniel-Florin Lighezan PhD	15 May 2023	
Completed/amended/republished			
Legal Office	Legal advisor Codrina Mihaela Levai PhD	31 May 2023	
Referred to the Senate Standing Committee for the revision of the regulations and the University Charter	Professor MD Muntean Mirela-Danina, PhD	31 May 2023	
Date of entry into force:	31 May 2023 (Ed. I)		
Withdrawal date:			

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania  
Tel: +40256220483  
Email: prorektoratdidactic@umft.ro

[www.umft.ro](http://www.umft.ro)

ARACIS - 2027 | IAAR (WFME, EQAR, ENQA) - 2026 | EBA (UK) - 2026

ISO 9001:2015 ISO 45001:2018



## CONTENTS

CHAPTER I. GENERAL PROVISIONS .....	3
CHAPTER II. ORGANISATION AND CONDUCT OF TEACHING ACTIVITIES .....	5
CHAPTER III. RIGHTS AND OBLIGATIONS OF STUDENTS.....	6
CHAPTER IV. ADMISSION TO THE VBUMPhT UNDERGRADUATE PROGRAMMES. ENROLLMENT AND MATRICULATION OF STUDENTS. ACQUISITION/TERMINATION OF STUDENT STATUS. STUDENT DOCUMENTS .....	10
CHAPTER V. STUDY CREDITS. FREQUENCY OF SCHEDULED PROFESSIONAL ACTIVITIES. ASSESSMENT OF STUDENTS DURING THE COURSE. PROMOTION OF YEARS OF STUDY .....	18
CHAPTER VI. EXTENSION OF THE PERIOD OF SCHOOLING (COMPLEMENTARY YEAR. MEDICAL EXTENSION). INTERRUPTION OF STUDIES. WITHDRAWAL FROM STUDIES. SCHOOL DROP-OUT ..	29
CHAPTER VII. EXPULSION .....	33
CHAPTER VIII. RE-REGISTRATION.....	34
CHAPTER IX. CRITERIA AND PERFORMANCE STANDARDS FOR THE ANNUAL RECLASSIFICATION OF STUDENTS .....	35
CHAPTER X. STUDENT MOBILITY AND EQUIVALENCE/RECOGNITION OF STUDIES UNDERTAKEN IN OTHER HIGHER EDUCATION INSTITUTIONS AT HOME OR ABROAD.....	37
CHAPTER XI. SCHOOL LEAVING EXAMINATIONS .....	38
CHAPTER XII. DIPLOMAS/DOCUMENTS OF STUDIES.....	40
CHAPTER XIII. REWARDS. SANCTIONS .....	42
CHAPTER XIV. ANNEXES .....	42
CHAPTER XV. FINAL AND TRANSITIONAL PROVISIONS .....	43

## I. GENERAL PROVISIONS

### Art. 1

(1) This Regulation defines the professional relations governing the teaching activity, established between the students of the undergraduate programmes and the "Victor Babes" University of Medicine and Pharmacy of Timisoara (hereinafter referred to as VBUMPhT).

(2) The organization and conduct of teaching and professional activities for the operation of undergraduate degree programmes at the "Victor Babes" University of Medicine and Pharmacy of Timisoara is based on the provisions of national legislation in force, relating to higher education, as follows:

1. National Education Act No 1/2011, as amended and supplemented;
2. Law No 288/2004 on the organisation of university studies, with subsequent additions and amendments;
3. MECTS Order no. 3666/2012 approving the Code of Student Rights and Obligations;
4. MECS Order No 3223/2012 on the Methodology for the recognition of periods of study abroad;
5. MEN Order no. 5140/2019 approving the Methodology for the academic mobility of students, with subsequent amendments and additions;
6. MEN Order no. 3473/17.03.2017 on the Methodology for the admission to studies and schooling of foreign citizens, starting with the school/academic year 2017-2018, with subsequent amendments and additions;
7. M.E. Order no. 3102/2022 on the general framework for the organization and conduct of admission to bachelor, master and doctoral degree courses;
8. Order of the Minister of Education no. 3106/2022 approving the framework methodology for the organization and conduct of the license/diploma and dissertation examinations;
9. H.G. no. 367/2023 on the Nomenclature of fields and specialisations/programmes of university studies and the structure of higher education institutions for the academic year 2023-2024;
10. M.E.C. Order no. 4156/2020 for the approval of the Regulation on the regime of study documents in the higher education system;
11. Charter of the "Victor Babes" University of Medicine and Pharmacy of Timisoara, adopted by HS. no.75/12188/16.09.2020 (with legality opinion granted by the Ministry of Education and Research on 29.09.2020);
12. Other legislation in force, regulations and internal decisions relevant to this activity.

**Art. 2** This Regulation applies to undergraduate studies, is drawn up on the basis of the national legislation in force and is based on the following principles set out in Article 202(2) of the Treaty on European Union. (1) of the National Education Law (LEN) no. 1/2011:

- a) 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 Babes" University of Medicine and Pharmacy of Timisoara is a university of education and scientific research, the Romanian Agency for Quality Assurance in Higher Education (ARACIS) having awarded it, in 2022, the qualification "High Degree of Confidence", as a result of the institutional



evaluation, and has in its structure university study programmes accredited/authorized to operate provisionally by ARACIS, having the right to organize admissions competition for study programmes organized in the Health undergraduate field.

(2) The undergraduate degree programmes offered by the “Victor Babes” University of Medicine and Pharmacy of Timisoara are:

1. Sector-regulated study programmes:

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

2. General regulated undergraduate degree programmes of 3 years of study/180 credit units:

- a) Balneophysiokinetic therapy and rehabilitation;
- b) Nutrition and dietetics;
- c) Dental technique;
- d) Dental prophylaxis assistance;
- e) Pharmacy assistance (in Lugoj);
- f) Medical cosmetics and cosmetic product technology.

(3) The medical professions, i.e. doctors, dentists and pharmacists, are specifically regulated by rules, recommendations or good practices at the European Union level. At the Faculties of Medicine, Dental Medicine and Pharmacy, cycle I (undergraduate studies) and cycle II (master's studies) are carried out jointly, in a unitary programme of university studies lasting 5-6 years, the diplomas obtained being equivalent to the master's degree.

#### Art. 4

(1) In VBUMPhT the university studies are organized in three cycles:

- Cycle I - Undergraduate studies;
- Cycle II - Master's degree, lasting 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 LEN.

(2) Undergraduate studies represent the first cycle of university preparation and are organised by study programmes.

(3) Participants in these programmes have student status for the entire period of their presence in the programme concerned, from enrollment to graduation or expulsion, with fewer periods of interruption.

(4) Undergraduate studies can be pursued by high school graduates with a baccalaureate diploma or equivalent document, recognized in Romania.

(5) The degree diploma will indicate the field of study and the degree programme.

(6) The undergraduate programmes are organized on a full-time basis, with tuition in places financed by the budget and in places with tuition fees.



(7) The duration of undergraduate 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 first-year admission competition is organised by faculties and study programmes. The entrance exam fills both the places financed by the budget and the places with tuition fees.

(9) The organisation of study groups is alphabetical and no distinction is made between the two categories of students: fee-paying and fee-free.

(10) Graduates of Bachelor's degree programmes have access to Master's degree programmes, doctoral degree programmes and postgraduate continuing professional development programmes.

## CHAPTER II. ORGANISATION AND CONDUCT OF TEACHING ACTIVITIES

### Art. 5

(1) The academic year is organized according to the structure established annually by the University Senate, by cycles of university studies.

(2) For undergraduate degree programmes taught in English/French, tuition is entirely in the foreign language (English/French), with the exception of clinical placements, which are conducted in Romanian.

(3) The written and practical tests of the licensing exam are conducted in Romanian. The thesis's preparation and defence can be done in Romanian/English/French.

(4) The programming, organization and conduct of the teaching process stem from the university's autonomy, respecting and in accordance with the provisions of the National Education Law no. 1/2011, with subsequent amendments and additions.

### Art. 6

(1) The curricula aim to organize and conduct high-performance competitive education and are structured into study cycles comprising core subjects, field subjects, specialist subjects, complementary subjects, compulsory subjects and optional and/or elective subjects.

(2) Each faculty informs the students, by publishing on the university website, the curricula applicable for the academic year for each study programme.

(3) The curricula will be in line with national and European standards and will ensure the acquisition of knowledge defining the field of study addressed to ensure a student-centred education.

(4) The curriculum includes compulsory, optional and elective subjects:

- Compulsory subjects ensure that students acquire the basic knowledge essential to the field.
- The optional subjects allow to deepen particular directions, in accordance with the specialization targeted by the student.
- The optional subjects cover both specialist and complementary areas, thus broadening the students' knowledge horizon.
- The number of optional and elective subjects is approved annually by the Faculty Council.

### Art. 7



(1) VBUMPhT applies the European Credit Transfer System (ECTS - European Credit Transfer System) intra and inter-university (internal, external), to ensure mobility and flexibility of students' professional training.

(2) The application of the European Credit Transfer System (ECTS) in the “Victor Babes” University of Medicine and Pharmacy of Timisoara (VBUMPhT), for all undergraduate study programmes is carried out according to the **Regulation on the application of the European Credit Transfer System (ECTS)**, approved by the University Senate.

(3) In order to ensure the implementation and monitoring of the ECTS, the credit system has a coordinator at the university level (the Academic Pro-Rector).

#### Art. 8

(1) The subject files are drawn up by the subject holders, signed by the head of the subject, endorsed by the head of the department and approved by the faculty management, in relation to the specifics of the faculties and study programmes. In the case of study programmes that run in parallel and in languages other than Romanian, the subject file will contain the same curriculum, regardless of the language of instruction. The course holders of each study programme taught in English and French are obliged to harmonize the curricula so that students from the same programme and the same year of study can follow the same curriculum in the subject, regardless of the language of study.

(2) The subject sheets will be posted on the notice board of the study subjects and on the university's Moodle platform respectively.

(3) At the end of each cycle, students on 300 and 360 ECTS degree programmes must complete the total number of credits set out in the curriculum for that cycle.

(4) In subjects where there are two or more teaching series within the same syllabus, the examination methodology will be identical and the course holders will jointly design the questions for the written examination and the scales for the practical examination. Within the same discipline, the edited bibliographical material made available to students will be unique, regardless of the number of teaching staff on that programme of study.

#### Art. 9

Students are guaranteed the right to freely choose, within the study programme, optional and elective courses, in accordance with the legal regulations in force and the curricula.

### CHAPTER III. RIGHTS AND OBLIGATIONS OF STUDENTS

#### Art. 10

(1) Students are partners of higher education institutions and members of the university community, with rights and obligations, based on the principles set out in Article 118 of Law No 1/2011, as amended.

(2) All students' rights, freedoms and obligations are contained in the **University Code of Students' Rights and Obligations**, approved by the University Senate in accordance with Art. 202, para. (3) of Law no. 1/2011, as amended and supplemented and MECTS Order no. 3666/2012.

#### Art. 11

(1) The student benefits from the following rights, based on the principles set out in Law no. 1/2011, as amended and supplemented:

a) the right to quality learning;

b) the right of access to internal and external mobility programmes, with recognition, in accordance with the law, of credits obtained in this way;

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: +40256220483

Email: prorektoratdidactic@umft.ro

[www.umft.ro](http://www.umft.ro)



*c)* the right to mobility from one university to another or within the same university, from one faculty to another, in study programmes with the same number of transferable credits, as provided for by the legislation in force and internal regulations;

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

*e)* the right to participate in the evaluation of teachers' performance, according to the provisions of Art. 303 para. (2) of Law no. 1/2011, as amended. Students' evaluation of teachers' performance is compulsory. Evaluation results are public information.

*f)* the right of access to regulations, decisions, minutes and other documents of the institution where they study, in accordance with the legislation in force.

(2) The identification, organisation and assessment of specialist practice is a mandatory criterion for evaluating the quality of study programmes.

## Art. 12

(1) Students are represented in the consultative, decision-making and executive structures of universities according to the provisions of Law no. 1/2011, as amended and supplemented, and the University Charter.

(2) Students participate in decision-making at VBUMPhT under the following rights:

*a)* the right to elect and to be elected to the University's governing structures, in accordance with Law no. 1/2011, as subsequently amended and supplemented;

*b)* the right to be represented in the University Senate and in the Faculty Council, in a proportion of at least 25%, in accordance with Law no. 1/2011, as amended and supplemented, and the University Charter;

*c)* the right to be represented in VBUMPhT structures that manage social services, including committees for accommodation, scholarship allocation, and allocation of theme camps;

*d)* the right to participate in the procedures for determining the method of appointing the rector by representatives, as well as in the process of appointing the rector, regardless of the method of appointment, according to Article 209 paragraph (2) of Law no. 1/2011, as amended;

*e)* the right to be informed and consulted by student representatives on decisions voted in the governing structures of the institution to which they belong.

## Art. 13

Students receive free admission for:

*a)* undergraduate, master and doctoral studies within the limit of the budgeted places available and in accordance with the regulations of Law no. 1/2011, with subsequent amendments and additions, in the case of Romanian citizens, citizens of the European Union (EU) Member States, of the European Economic Area (EEA) and of the Swiss Confederation (CH) - according to art. 142 para. (4), ethnic Romanians from everywhere - according to Art. 205 para. (4), as well as in the cases referred to in Art. 205 para. (5) and (6) of Law no. 1/2011, as amended;

*b)* issue of study documents and documents proving student status (bachelor's, master's and doctorate's degrees, diploma supplements, transcripts, books and badges, including those for access to the library, academic records, according to the Regulation on the amount of tuition and other fees);

*c)* access to museums, concerts, theatre, opera, film performances, and other cultural and sports events organized on the territory of Romania in the case of ethnic Romanians from everywhere, according to the provisions of Art. 205 para. (4) of Law no. 1/2011, as amended.

## Art. 14

Students benefit from the following discounts:



a) 50% for local public, surface and underground transport, as well as for a domestic car, rail and ship transport, according to Article 205 of Law no. 1/2011, as amended;

b) 75% for access to museums, concerts, theatre, opera, film, and other cultural and sports events organized by public institutions, according to Art. 205 para. (3) of Law no. 1/2011, as amended.

#### Art. 15

Students are encouraged to participate in voluntary actions, for which they can receive a number of transferable study credits, under the conditions set by the University Charter, according to art. 203 para. (9) of Law no. 1/2011, as amended.

#### Art. 16

Students benefit from the following rights:

a) free medical assistance, according to the provisions of Art. 205 para. (1) of Law no. 1/2011, as amended;

b) accommodation, unless they study in their place of residence, under the terms of the law, in accordance with the **Accommodation Regulations**;

c) accommodation allowances under Art. 205 para. (15) of Law no. 1/2011, as amended;

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

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

f) to have all written and signed requests registered or sent to the official e-mail addresses of the University and to receive written or electronic responses to such requests, as provided for by law and University regulations.

#### Art. 17

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

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

#### Art. 18

(1) Students are eligible for scholarships in accordance with the **Scholarship Regulations**.

(2) Students can receive loans through the Student Loans and Grants Agency, in accordance with Article 204 of Law No 1/2011, as amended.

#### Art. 19

(1) Students have the following obligations:

a) to carry out all the tasks assigned to them according to the curriculum and the analytical programmes of the subjects;

b) to respect the University Charter, regulations and decisions of the University;

c) to participate in meetings of the governing structures of the VBUMPhT as elected student representatives;





- d)* to meet the quality standards set by the university;
- e)* to respect the copyrights of others and to acknowledge the authorship of the information presented in the works produced;
- f)* to comply with the provisions of the Code of Ethics and Professional Deontology and the University Code of Student Rights and Obligations in VBUMPhT;
- g)* to develop and submit discipline-level assessment papers and original graduation papers;
- h)* to report to the competent authorities any irregularities in the educational process and related activities;
- i)* to participate in academic activities without being under the influence of alcohol or other prohibited substances;
- j)* to use language and behaviour appropriate to the university environment;
- k)* to make appropriate use of all facilities and subsidies received, as intended;
- l)* to respect cleanliness, quiet and order on the university premises;
- m)* to preserve the integrity and proper functioning of the material base made available to them by the VBUMPhT;
- n)* to pay for any damage to the material base made available to them by the VBUMPhT;
- o)* to inform the competent authorities of the existence of any situation that could influence the smooth running of individual and general study activities;
- p)* to respect and address appropriately and to behave appropriately throughout the academic community towards teaching staff, teaching assistants, non-teaching medical staff, patients, and students;
- q)* to behave decently in an academic environment, including when sitting exams;
- r)* not to use electronic devices (of any kind) for the purpose of cheating during the assessments;
- s)* to show respect for teaching, as demonstrated by:
  - i. punctuality for the teaching activities foreseen in the timetable; after 15 minutes from the beginning of the lessons, access to the classroom/practical work/sessions/seminars will not be allowed;
  - ii. not to use mobile phones and multimedia devices during lessons/practical work/seminars/sessions without the teacher's permission;
  - iii. Decent interventions during class, related to the information received/requested, without degenerating into personal, adversarial discussions. Students who disrupt the class may be asked to leave the lecture and/or practical room and penalised by absence.
- t)* to meet the financial commitments imposed by VBUMPhT, under the conditions set out in the study contract and university regulations.

(2) For the students of the Faculty of Dental Medicine, all study programmes, materials, instrumentation and equipment necessary for practical and clinical didactic and demonstration activities will be provided by VBUMPhT.

(3) The costs of consumables and individual instruments necessary for the performance of the various maneuvers in order to meet the appropriate practical and clinical standards for the acquisition of the specific skills required of a licensed dental practitioner, dental technician and dental prophylaxis assistant respectively, as well as the costs of personal protective equipment, shall be borne exclusively by the students, irrespective of the form of tuition (budget or fee-paying).

(4) The individual requirement of materials and tools proposed by each discipline is established annually, according to the specific practical scale contained in the Discipline Sheets, and is publicly posted both on the VBUMPhT website and at the premises of each discipline.

(5) All materials, equipment and individual instrumentation purchased by students will be approved according to the law and will come from authorized distributors in Romania. The materials and

individual instrumentation are part of the student's personal kit, will be used during all years of study and remain the property of the student.

(6) All work carried out on patients by students with these materials will be free of charge, except for prosthetic restorations (dental laboratory part), the cost of which will be paid in full by the patient.

## CHAPTER IV. ADMISSION TO THE VBUMPhT UNDERGRADUATE PROGRAMMES. ENROLLMENT AND MATRICULATION OF STUDENTS. ACQUISITION/TERMINATION OF STUDENT STATUS. STUDENT DOCUMENTS

### IV.1 Admission

#### Art. 20

Based on university autonomy and with public accountability, VBUMPhT organizes admissions competitions for each study programme to test knowledge and cognitive abilities.

#### Art. 21

For the undergraduate cycle, admission is organized for study programmes accredited or authorized to operate provisionally, in accordance with the legal provisions in force.

#### Art. 22

The periods of the admission sessions, the forms and the exams are established by the **Admission Regulations**, which are published annually, according to the legal provisions in force, by posting on the VBUMPhT website.

#### Art. 23

(1) A person can receive funding from the budget for only one bachelor's programme, one master's programme and one doctoral programme.

(2) A person who has benefited from free tuition in a university study programme financed from the state budget has, under the law, the right to follow another university study programme within the same cycle of university studies:

a) on a fee-paying basis, if the state higher education institution also organizes the programme in this way;

b) free of charge, with funding from the state budget, provided that the person pays the tuition fees previously received with funding from the state budget, in full or in part, in cases where the study programme to which he/she has been admitted is organized **only** with full funding from the budget.

### IV.2 Registration

#### Art. 24

For enrollment in the first year and the signing of the university study contract (in duplicate), students declared admitted, who have paid the tuition fee within the deadline set by the **Admission Regulations**, must present themselves in person at the faculty secretariat, during the public opening hours: *Monday-Friday*, according to the schedule established by the management of each faculty, within



a maximum of 30 calendar days from the beginning of the academic year. The Administrative Board may decide, in exceptional circumstances, to extend this deadline.

## Art. 25

(1) The enrollment of EU, EEA and CH students and foreign students (from third countries), admitted to studying programmes taught in English or French, respectively Romanian, as well as foreign students with a scholarship from the Romanian State, shall be done within the deadline specified in the own Admissions, approved annually.

(2) In exceptional cases, with the approval of the Board of Directors of the "Victor Babes" University of Medicine and Pharmacy of Timisoara, the enrollment of foreign (non-EU) citizens who have been admitted and who have obtained the letter of acceptance to study issued by the Ministry of Education, can be done until the end of the first semester of the current academic year, i.e. until the beginning of the examination session for the first semester.

(3) The documents submitted by foreign students admitted to study programmes taught in English or French, as well as by foreign students with Romanian state scholarships, will be examined by the International Relations Prorectorate of the university, which will give an opinion in principle for provisional enrollment and will issue the Decision (Order) of admission to study, approved by the Rector of VBUMPhT.

(4) Foreign citizen students must present, in person, to the secretaries of the faculties, within the deadline set for the enrollment of students, the Decision (Order) of admission to study, accompanied by copies of the following documents:

- Letter of acceptance to study (for students enrolled on their own account)/Baccalaureate diploma equivalence certificate (for EU, EEA and CH students)/Nominal order issued by the ME/approval of tuition (for Romanian state scholarship students);
- certificate of language proficiency for Romanian (for those studying in Romanian) or certificate of passing the foreign language test (for those studying in English or French);
- official supporting documents, in certified copy, showing exemption from the language test, where applicable;
- proof of payment of the registration fee.

(5) The decision (Order) of admission to studies is valid until the date of drawing up the enrollment decisions and the definitive enrollment of EU, EEA, CH and foreign students, after the transmission by the Prorectorate of International Relations of the complete files of foreign students to the secretariats of the faculties according to their own admission regulations approved annually.

(6) Students who are EU, EEA, CH and foreign citizens (from third countries), admitted to undergraduate studies, must submit their baccalaureate diploma in original to the secretariat of the Prorectorate of International Relations, at the latest on the last day set for enrollment in the academic year.

(7) High school graduates, EU, EEA, CH and foreign citizens (from third countries), who have not received their baccalaureate diploma by the date of registration, must submit a notarized declaration of their obligation to submit their original academic transcripts (plus certified copies and translations) by a deadline (date to be determined by the country in which the transcript was issued), which may not be later than the starting date of the following academic year.

(8) The Secretariat of the Prorectorate of International Relations is responsible for keeping track of the deadline for the submission of the original study documents (plus copies and certified translations) for foreign students, and must inform the Deans in writing of any overrun of the deadline or, if necessary, of any modification of the deadline mentioned above.



(9) Failure to present the original baccalaureate diploma within the deadlines/conditions set out above will result in expulsion.

#### Art. 26

Candidates declared admitted who do not enroll for the first year by the deadline are automatically considered to have renounced their student status by not attending and lose their right to enrollment.

#### Art. 27

(1) Failure to submit all the original and copies of the admission application documents, in accordance with the provisions of the Regulations for the organization and conduct of the admission competition, within the deadline set for the registration of students in the first year, shall result in the loss of the place obtained through the competition.

(2) Failure to present the original/copy of the baccalaureate diploma within the deadline for enrollment in the first year will result in the loss of the place financed by the state budget.

#### Art. 28

(1) The enrollment of students in the second and subsequent years of study is carried out by completing and signing the Additional Act to the Undergraduate Studies Contract, according to the schedule established by the management of each faculty, within a maximum of 30 calendar days from the beginning of each academic year.

(2) At the beginning of each academic year, enrollment is based on the professional results of the previous academic year, with the obligation to obtain the minimum number of transferable credits (ECTS) required to pass an academic year.

#### Art. 29

In order to enroll in years II-VI, students must present themselves, in person/through student representatives, at the faculty secretariat during public opening hours: *Monday-Friday, 12.00-15.00*, with the following documents:

- the addendum to the undergraduate contract, signed in duplicate;
- the medical certificate, endorsed by the doctor of the VBUMPhT Medical Office. For Romanian students, the certificate is issued by the family doctor, and for foreign students, by the doctor of the VBUMPhT Medical Office;
- the traineeship contract and the evaluation of the student's practical work. These forms, issued to students by the faculty secretariats before the start of the internship, are filled in by the students and the representatives of the health unit where the internship was carried out;
- student card;
- the transport pass.

#### Art. 30

(1) Students who do not register for the academic year by the deadline set by the university management, i.e. 30 calendar days from the beginning of the academic year, are automatically considered to have given up their student status by non-attendance and are expelled for non-registration.

(2) The decision of expulsion will be communicated to the expelled student, to the Prorectorate of International Relations (if applicable), to the Financial-Accounting Department, to the Social-Administrative Department and to the Entrepreneurship Service, Website Administration and e-learning



platforms, within a maximum of 30 calendar days from the deadline set for the enrollment of students each academic year.

#### Art. 31

Students declared repeaters will be enrolled in the complementary year within the deadline and according to the procedure in force.

### IV.3 Registration

#### Art. 32

The enrollment of the students declared admitted after the admission competition is made by the decision of the Rector of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara, after the payment of the tuition fee, in the case of students admitted to fee-paying places, and the signing of the university study contract, according to the **Operational Procedure for the enrollment of students and the completion of the matriculation register at the „Victor Babeș" University of Medicine and Pharmacy of Timișoara.**

#### Art. 33

(1) Students who have received full state budget funding for an undergraduate degree programme, completed by a licensing/non-licensing exam, may be enrolled and registered in the first year, after passing the admission exam at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara, only on fee-paying places, without the right to reclassification on budgeted places.

(2) Candidates who have received **partial** funding from the state budget for a Bachelor's degree programme and have been admitted to the admission competition organized at VBUMPhT, will be enrolled **on the fee-paying places, starting with the first year of studies.**

(3) The category of students referred to in para. (2) shall have the right to reclassify to the budgeted places only after passing, on a fee-paying basis, the number of years of study corresponding to those previously followed on a fee-free basis, in compliance with the criteria and performance standards for the annual reclassification of students established by the university management.

#### Art. 34

(1) After the approval of enrollment, students are registered in the Register under a unique number, valid for the entire period of enrollment, in the programme/programmes to which they have been admitted.

(2) The distribution of students by series and groups will be alphabetical.

#### Art. 35

The roll numbers are assigned following the last roll number given in the previous year, by faculties and study programmes, as regulated by the Government Decision approving the Nomenclature of fields and specialisations/programmes of university studies, the structure of higher education institutions, fields and programmes of university studies accredited or provisionally authorized to operate.

#### Art. 36

For the students declared admitted to newly established study programmes, authorized to operate in accordance with the legislation in force, the assignment of the number of the matriculation number is made starting with number 1.

#### Art. 37





Students who follow, concurrently or consecutively, two programmes of study at the University receive different numbers for each programme of study.

#### **Art. 38**

Re-registration is done within the deadline set for student enrollment and is conditional upon signing the study contract and paying the tuition fee.

#### **Art. 39**

(1) The enrollment of students who are EU, EEA, CH and foreign citizens (from third countries) will be carried out on the basis of their complete files, sent by the secretariat of the Prorectorate of International Relations to the secretariats of the faculties, by the deadline set by the university management.

(2) In order to register, EU, non-EU and Romanians from everywhere candidates admitted to places financed by the state budget are required to submit, in original, by the date established by the admission regulations, the diploma/diploma recognition certificate/certificate of baccalaureate/degree/diploma at the faculty secretariat/secretariat of the Prorectorate of International Relations.

At enrollment, foreign (non-EU) candidates must present the original of the study and identity documents from the application file, together with the letter of acceptance to study and the passport with a valid visa for study purposes. In exceptional cases, established at the national level or following decisions at the university level, enrollment may be carried out on the basis of authenticated documents sent by electronic means, the originals being submitted when the candidate is physically present in Romania.

Fee-paying students who have been reclassified to places financed from the state budget are required to submit the original baccalaureate diploma to the faculty/department secretariat, no later than the last day set for enrollment in the academic year, but no later than 30 calendar days after the start of the academic year, under penalty of losing the place financed from the state budget, obtained through reclassification. (H.S. no. 124/11263/25.05.2022)

#### **Art. 40**

(1) When the student's personal file is entered into the Register, it shall contain:

- the application form for the admission competition;
- original of the baccalaureate diploma (for students admitted to places financed from the state budget);
- a copy of the baccalaureate diploma, certified as being a true copy of the original, accompanied by a certificate from the faculty where the original diploma is held (for those attending two faculties in parallel);
- Bachelor's degree, in copy, certified as original - for graduates attending a second university;
- Identity card/passport, a copy certified as original;
- birth certificate, a copy certified as original;
- marriage certificate, copy, certified true to the original, if applicable;
- health certificate or health attestation;
- the university study contract;
- proof of payment of the tuition fee set by the University Senate for fee-paying students;
- transcript/supplement to diploma with grades from previous years (if applicable);
- other documents required for the entrance exam,



(2) In the case of internal mobility and/or recognition of studies carried out in other higher education institutions abroad, the student's personal file includes the documents provided for in the Regulation on academic mobility of students, for the bachelor and master cycle, within the „Victor Babeș” University of Medicine and Pharmacy of Timișoara.

(3) The personal file of foreign students includes:

- the enrollment form for the first year of studies;
- Letter of acceptance to study (for students enrolled on their own account)/Baccalaureate diploma equivalence certificate (for students from EU, EEA and Switzerland)/Nominal order issued by the Ministry of Education/approval of tuition (for students with a scholarship from the Romanian state);
- birth certificate - copy and certified translation;
- the original and a copy, translated and legalized, of the diploma (baccalaureate or equivalent);
- transcript of records - original and copy, translated and certified, relating to studies completed and syllabus, in the case of candidates applying for equivalence of studies;
- copy of passport;
- copy of identity card or residence card (where applicable), residence permit;
- medical certificate (in an international language);
- language proficiency certificates for the Romanian language or certificate of completion of the preparatory year;
- certificate of successful completion of the foreign language test, for those studying in English or French;
- the university study contract;
- the written test of the entrance exam;
- other documents required for the admission/application competition.

#### **Art. 41**

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

- the additional act of the study contract, completed and signed at the beginning of each academic year;
- copy of the marriage certificate or other documents changing the name (if applicable);
- copy of identity card/passport;
- copy of residence permit;
- 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 through admission to a Bachelor's degree programme, according to Art. 199 para. (2) of Law no. 1/2011, as amended.

#### **Art. 43**

The quality of a student of VBUMPhT is held by a person who meets the following conditions: is admitted to studies, is permanently enrolled in studies in accordance with the legal provisions and signs an Individual Study Contract with the University. In the case of students admitted on fee-paying places, it is also compulsory to pay the tuition fee.

#### Art. 44

Student status is obtained under the following conditions:

- by entrance examination, in accordance with the admission regulations of VBUMPhT;
- through permanent academic mobility within the same university or from another higher education institution;
- by the equivalence of studies completed in other higher education institutions abroad;
- by re-enrollment, under the conditions of these regulations (students who obtain approval for re-enrollment will keep their original enrollment number);
- by provisions of the Ministry of Education.

#### Art. 45

(1) Termination of student status occurs in the following situations:

- law, upon graduation from the undergraduate degree programme;
- at the student's request, by withdrawing from studies;
- by expulsion.

(2) When the student ceases to be a student, he/she is obliged to submit the student card, the travel card (if applicable) and the liquidation form to the faculty secretariat.

(3) Students whose student status is terminated will be able to collect their original documents from their file, after paying their debts to the University, by submitting the liquidation note to the faculty secretariat.

### IV.5 Contracting studies

#### Art. 46

Enrollment for studies is based on the completion and signing of a study contract or, where applicable, an addendum to the study contract, completed and signed annually by the students, within 30 calendar days of the beginning of the academic year, the deadline set for student enrollment, according to the schedule established by the management of each faculty.

#### Art. 47

(1) The study contract contains the rights and obligations of the student and the university in the educational process.

(2) The study contract regulates the student's financial obligations, approved by the University Senate and stipulated in the **Tuition and Other Fees Regulations**, as well as in other regulations and methodologies.

(3) The study contract shall be concluded for the normal duration of the study programme, as provided for in the regulations in force.

(4) At the beginning of the academic year, within the period established by these regulations, the study contract shall be supplemented by annual additional acts, concluded with the agreement of the parties. The additional deed shall contain the following provisions: the academic record at the end of the previous academic year, the record of non-passed credits, the details of the tuition, the optional subjects chosen, of which one is chosen as compulsory, the amount of the tuition fee and the documents required annually (medical certificate, internship contract and evaluation of practical activity, etc.).

(5) A student who does not complete the study programme within the normal duration due to repeating the course of study, resuming the course of study in case of interruption, or re-enrolling after expulsion



or withdrawal, shall be obliged to apply for a new contract, under the conditions set by the university at the time of conclusion.

(6) The model of the study contract, respectively of the additional act to the study contract, shall be approved annually by the University Senate, prior to the beginning of the academic year, being approved for the legality, respectively for preventive financial control, by the Legal Department of the University and the Financial-Accounting Department.

#### **Art. 48**

(1) Enrolled students who do not fulfill their tuition fee payment obligation within the deadline set by the fees regulations, approved by the University Senate, will be expelled, based on the statements sent by the University's Financial Accounting Department with the debtor students.

(2) Until the expulsion decision is issued or until the financial situation has been regularized, the Dean of the Faculty will send a note to the disciplines informing them that the student is not allowed to attend exams/colleges.

#### **Art. 49**

(1) In case of termination/withdrawal of the study contract, the student is obliged to go through the procedure of liquidation of obligations towards the University.

(2) The original documents in the student's personal file are only released on presentation of the winding-up sheet with all fields completed.

### **IV.6 Student documents**

#### **Art. 50**

(1) The student card is issued to each student after registration by the faculty secretariat.

(2) The student card certifies the student status of the holder and is stamped at the beginning of each academic year.

(3) The student card is the basis for the student's legitimation for all services and activities in the University.

(4) The examining teacher records in the student's book and signs all marks obtained in examinations or other forms of knowledge testing, including marks from non-passed examinations.

(5) In case of loss or damage of the student card, upon request of the student, the faculty secretariat will issue another student card at a charge.

#### **Art. 51**

The transport pass is issued by the secretariats of the faculties, in accordance with the law.

#### **Art. 52**

The library card is issued free of charge by VBUMPhT library staff.

#### **Art. 53**

The Secretariat of the Prorectorate of International Relations issues to foreign citizen students the necessary documents to regulate their stay in Romania, based on the following documents attached to the application:

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

#### **Art. 54**

(1) Corrections, erasures and false entries are not allowed in the content of student documents. These acts may constitute forgery of public documents and are punishable by law.

## **CHAPTER V. STUDY CREDITS. FREQUENCY OF SCHEDULED PROFESSIONAL ACTIVITIES. ASSESSMENT OF STUDENTS DURING THE COURSE. PROMOTION OF YEARS OF STUDY**

### **V.1. Study credits (ECTS)**

#### **Art. 55**

(1) At the VBUMPhT, 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 study programmes and to improve the quality of higher education.

(2) The ECTS system is used for:

- the record of students' professional results;
- calculating students' individual performance and ranking them;
- the transfer of professional results obtained by students as a result of attending and passing examinations in subjects included in the curriculum of other universities in the country and abroad or of other faculties within VBUMPhT.

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

(4) Credits are defined as numerical values, allocated to all forms of teaching activity: courses, practical work, internships, seminars, etc., which assess the average amount of work done by the student to master a subject.

#### **Art. 56**

The implementation and monitoring of the ECTS system at VBUMPhT level is the responsibility of the Prorectorate of Teaching, which will nominate and be responsible for the coordinators at the level of each faculty (Medicine, Dental Medicine and Pharmacy).

#### **Art. 57**

(1) The allocation of credits is in accordance with the European Credit Transfer System methodology, whereby 60 credits represent the numerical equivalent for the normal amount of work specific to one academic year and 30 credits usually correspond to one semester of higher education.

(2) The allocation of credits relates to all subjects in the curriculum, including internships.

(3) The compulsory and optional subjects chosen are credited within the limit of 60 credits for the academic year, usually distributed equally over the two semesters.

(4) Once chosen, the optional subject becomes compulsory.

(5) Credits over and above the allocated number can be obtained by attending and passing optional subjects included in the curriculum of each year/semester of university studies.



(6) Optional and elective subjects taken in addition during an academic year are awarded additional credits, which are recorded in the diploma supplement. These subjects are not taken into account when calculating the student's weighted average.

(7) If more than one optional subject is offered in 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 examination is credited separately with 10 credits, which will be added to the 180-240 ECTS credits (for 3-4 year Bachelor's studies)/300-360 ECTS credits (for 5-6 year Bachelor's studies) accumulated until the Bachelor's degree.

## Art. 58

(1) For each subject, the number of credits allocated shall be determined by the amount of work required in that subject in relation to the total amount of work required to pass the whole year of study.

(2) The amount of work covers hours of lectures, seminars, and laboratories, but also hours of individual study, preparation of papers, etc., necessary for the preparation and promotion of the subject.

(3) The credit allocation system shall be established at the level of the University management, following the proposal made by the Faculty management, in accordance with the specific teaching activity.

(4) Credit is given for the amount of work that a full-time student is required to do to equate to 25 hours of preparation for the learning outcomes:

- academic preparation - 10-12 teaching hours allocated for attending lectures, seminars/labs, projects, exams and other activities to ensure the student's academic preparation;
- preparation/individual study - the remaining hours up to 25 (session and practical hours will also be considered).

(5) The number of credits allocated to a subject does not reflect its importance, which is regulated by the classification of subjects into compulsory, optional and elective.

(6) Credits do not assess student competencies and should not be confused with grades.

(7) Credits do not measure the teacher's working time, only the student's.

(8) Only credit units shall be used in the LVTSUM without fractions. A discipline may not be allocated less than one credit unit.

(9) Credits awarded for a subject cannot be obtained in stages.

(10) The compulsory subject "Physical Education" is allocated 1 credit, awarded in addition to the compulsory ones and cannot be transferred to reach the number of compulsory credits. The Physical Education subject is compulsory.

(11) A maximum of 2 credits may be allocated to an optional subject.

## Art. 59

(1) Credit is awarded when a subject is passed (passing a subject means obtaining the minimum grade of five or the pass mark). The award of credit certifies that the workload defined by the number of credit units has been carried out for the result obtained in the assessment.

(2) An examination passed in a previous academic year is recognized as passed, even if the number of credits allocated for the subject is changed, by the faculty secretaries. This provision shall also apply accordingly if, following a change in the syllabus, a subject with a year examination becomes a subject with two-semester examinations or a subject with two-semester examinations becomes a subject with a year examination.



(4) For the duration of a study programme, the credits obtained by a student shall remain valid unless the student waives the grade obtained, under his/her own responsibility, in order to change the grade in the re-examination session.

## V.2. Specialised practice (summer)

### Art. 60

The specialist internship carried out during the summer is a compulsory subject, credited separately in the curriculum and completed with the grade of ADMITTED/REJECTED, which aims to consolidate theoretical knowledge, training and development of general and specialist professional skills and practical skills specific to the specialization for which the student is training in the study programme followed.

### Art. 61

Within VBUMPhT, the students' specialized practice is carried out according to the **Regulation on the organization and conduct of students' specialized practice** and has the following objectives:

- consolidation of theoretical knowledge and training of the student's practical skills to apply them in accordance with the study programme for which he is training;
- adapting students' knowledge and practical skills to the labour market by carrying out the summer internship in health/pharmaceutical units;
- prospecting and exploiting employment opportunities for graduates, depending on their training and skills;
- ensuring excellence in education and promoting values in the spirit of academic freedom in the context of national and international culture and civilization.

## V.3. Attendance at scheduled learning activities

### Art. 62

Within VBUMPhT, the form of organization of undergraduate degree programmes is **full-time**, in accordance with the provisions of art. 139, letter a) of LEN no. 1/2011.

### Art. 63

Regardless of the source of funding for their studies, students enrolled in full-time study programmes are required to participate in all types of activities described in the course descriptions and set out in their syllabuses. Attendance at lectures, practical work, seminars, projects and internships are criteria for participation in the final exam evaluating the knowledge acquired during a semester.

### Art. 64

- Absence records are kept by the course holder for the duration of the study programme.
- For exceptional situations caused by personal events (marriage, death in the family), students may be exempted from teaching activity for a maximum of 5 working days and the corresponding absences may be justified and made up free of charge.
- For motivation, students will submit a request to the course holder, accompanied by supporting documents.

## V.4. Student assessment



#### Art. 65

- (1) The method of assessment of students is proposed by the heads of subjects, approved by the Head of Department and approved by the Dean of the Faculty.
- (2) Final and mid-term assessments must be objective, reproducible and characterize the student's professional performance.
- (3) The assessment of students' knowledge is done with marks from 1 to 10, the minimum pass mark being 5. Assessment consists of an examination of theoretical and, where appropriate, practical knowledge.
- (4) Examination and marking rules must be known and respected by the entire academic community. In case of non-compliance, confirmed by DEACE, the examination may be cancelled and the responsible persons will be sanctioned according to the provisions of the VBUMPhT Internal Regulations.
- (5) Completion of work in the subjects is by examination or colloquium as set out in the syllabus.
- (6) The examination may take the form of a written test (multiple-choice test, essay or mixed subject), an oral test, a practical test or some other way of testing knowledge, depending on the subject.
- (7) The colloquium is a form of verification of the knowledge acquired by the students and can be held in the week preceding the session, without disrupting the teaching activity or in the regular session.
- (8) Exam assessment must be objective and reproducible and characterise the student's professional performance.

#### Art. 66

- (1) The structure of the school year provides for the following examination sessions: two regular sessions (winter and summer), two arrears sessions (winter and summer), one re-examination/reconsideration session (autumn).
- (2) Examinations can only be taken in examination sessions, which are an integral part of the structure of the academic year, approved by the Board of Directors and endorsed by the University Senate.
- (3) By way of exception to the provisions of paragraph. (2), if there is evidence to show that the examination was conducted irregularly or that the student was assessed incorrectly, students who have only one failed examination in the re-examination session may request, on the basis of an appeal lodged with the faculty secretariat within 24 hours of notification of the results, to resit it before a committee appointed by the Dean, with the cancellation of the examination previously taken.

#### Art. 67

- (1) For all subjects/disciplines of study there will be a single syllabus and bibliography, regardless of the number of teaching staff.
- (2) Within the first two weeks of the start of the academic year, each subject must post the subject sheet, which includes the subject of the examination, the reference bibliography and the assessment and marking procedures, the criteria on the basis of which students are admitted to the examination and the way in which the final mark is calculated, i.e. the weight allocated to each test in the final result.
- (3) The examination procedure and specific requirements are made known to the students by the course holder during the first class session.
- (4) The content of the coursebook/practical work/workshops and the list of bibliographical materials will be made available to students through publication or posting on [moodle.umft.ro](http://moodle.umft.ro) platform.
- (5) Course topics must be updated and in line with the current needs and rigours of medical-pharmaceutical education.



#### Art. 68

The content of the coursebook/practical work/sessions must be known and accepted by all teaching staff in the subject, with the head(s) of the subject responsible.

#### Art. 69

- (1) Regardless of the form of assessment used, the examination of all students in a subject must be uniform, both in terms of difficulty and in terms of the way in which it is carried out and the number of subjects questioned.
- (2) The examination topic will be determined according to the course/practical work/stage topics and will be unique for the same subject/subject and will be the responsibility of the course holder(s), head(s) of subject and department director.

### V.4.1 *Attending the exam*

#### Art. 70

**Only** students who have fully fulfilled their professional obligations during the year, the conditions of attendance at teaching activities, as well as their financial obligations to the University are entitled to sit the exam.

#### Art. 71

- (4) The theoretical exam in the regular session is conditional on students attending at least 50% of the courses.
- (5) Course absences are only made up within the same week, with another series if possible.
- (6) Students who accumulate more than 50% absences will be allowed to take the theory test in the final session and the re-examination session (if they fail to attend/fail in the final session).
- (7) The presentation of the practical test is conditional on the student's participation in at least 80% of the internships/practical work.
- (8) Absences accumulated by students in internships/practical work in excess of the permitted amount (20%) may be made up, on a fee basis, up to a maximum of 30% of the total number of hours, during the periods established by each discipline, depending on its specifics, preferably outside the session periods.
- (9) Students enrolled in a complementary year are obliged to repeat the internship/practical work/seminar in the non-promoted subject.
- (10) Students who have been absent for well-documented medical reasons (hospitalization, medical certificates countersigned by a specialist doctor from the VBUMPhT Evaluation Commission) may make up these absences without payment, depending on the subject programme, provided that the number of absences does not exceed 50% of the total number of hours. Special situations are examined by the Dean of the Faculty, based on the request and the documentation submitted.

#### Art. 72

(1) The student has the right to sit only once, in the regular session, for the examination of a given subject. The student will be allowed to sit the examination a maximum of 3 times during an academic year in the following sessions:

1. Regular session (winter/summer) - related to the semester in which the subject was taught;
2. Remainder session (winter/summer) - for the semester in which the subject was taught (in the case of failure or non-attendance in the regular session);

3. Re-examination session (autumn) for non-passed exams (written test, practical test or both) and for exams for reconsideration of grade.

(2) The student may sit a maximum of 2 re-examinations per academic year.

(3) The first two examinations are free of charge if they take place in the regular session or in the exam session.

(4) To take the exams in the re-examination session, the student will pay a fee as provided in the **Regulation on the amount of tuition and other fees at VBUMPhT**, approved by the University Senate.

(5) Re-examination is the taking of a maximum of two failed examinations for a third time, including non-attendance.

(6) Attendance at the re-examination session exams is based on an individual ticket issued by the faculty secretariat, at the student's request, based on a request submitted to the faculty secretariat at least 3 working days before the exam. As an exception, in cases where the examination timetable does not allow the deadline to be met and in special situations, the faculty secretariat issues the individual ticket on the day of the examination.

(7) Re-examinations for reconsideration of grade are made with the approval of the Dean of the Faculty for no more than two examinations in the current academic year. Re-examinations for reconsideration of grade will be held in the session provided for in the academic year structure. In order to be eligible for re-examination for reconsideration of the grade the student must be a full student at the end of the final session.

#### ***V.4.2 Scheduling and conduct of the examination***

**Art. 73** Exams are only held according to a pre-planned schedule.

#### **Art. 74**

The form of the examination is made known to the students during the first course. The scheduling of examinations (in the regular session) is agreed between students and course teachers.

#### **Art. 75**

Exams are scheduled between 08.00-20.00. No exams may be completed after 20.00, regardless of how they are conducted.

#### **Art. 76**

The date, time and place of the examinations shall be notified in writing to the Dean of the Faculty by the course holders and/or students, as appropriate.

The examination schedule is set by the course holders in agreement with the students and posted on the university website at least one week before the start of the session.

#### **Art. 77**

Each subject must offer at least two options per session for the choice of examination date in the late and re-examination sessions.

#### **Art. 78**

Examinations in different subjects cannot be taken on the same day. Exceptions to this provision are examinations during the overdue and re-examination sessions.



#### **Art. 79**

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

#### **Art. 80**

In exceptional cases, a student who, for objective reasons cannot attend the exam according to the schedule with his/her series, may request in writing to the Dean of the Faculty to reschedule the exam with another series, provided the teaching staff is the same. The reasons must be supported by documentary evidence. Failure of the student to attend the examination as scheduled, without supporting documents and without the approval of the Dean and the course holder, will result in the loss of the possibility to attend the examination.

#### **Art. 81**

Students may schedule the exam on any of the session days, including Saturdays and Sundays, in agreement with the teaching staff.

#### **Art. 82**

Students are required to attend the exam at the time and place set and announced as scheduled (possibly 10-15 minutes before).

#### **Art. 83**

Students are admitted to the examination on the basis of the student card officially certifying student status and/or the individual catalogue issued by the Dean's Office in the case of outstanding credits, credits in advance or difference examinations.

#### **Art. 84**

In the regular session, the student will present himself/herself at the exam with the student card (with a temporary certificate from the Dean's Office) and ID card (or passport).

#### **Art. 85**

Teachers attending the examination are required to identify students and check that the identity in the student's booklet corresponds to the one in the catalogue issued by the Dean's Office.

#### **Art. 86**

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

#### **Art. 87**

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

#### **Art. 88**

(1) Audio and/or video recording of teaching activity shall be made only with the written consent of the person conducting it and without infringing intellectual property rights.

(2) Multiplication, in any form, of records of teaching activity by students or others is permitted only with the written consent of the teacher concerned.

#### **Art. 89**



In specific subjects, computers may be used with the approval of the examining teacher when this is part of the examination.

#### **Art. 90**

Substitution of a person in the examination is prohibited and is punishable by expulsion of both the student who has been substituted and the student who has substituted.

#### **Art. 91**

(1) Bags, outerwear and mobile phones are stored in the places specified by the supervising teacher, not on or near students.

(2) The student will not carry mobile phone(s) or other electronic devices capable of communication or data consultation. Mobile phone(s) in bags/handbags must be turned off when entering the examination room and remain turned off throughout the examination.

#### **Art. 92**

The discovery on a student, during the examination, of electronic devices capable of communication or consultation of data is considered attempted fraud, even if the devices have not been used.

#### **Art. 93**

Students who are hearing impaired and require the use of hearing aids must notify the course holder of this condition at least 72 hours before the examination. The course holder has the right to request medical documents attesting to the student's need for hearing aids.

#### **Art. 94**

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

#### **Art. 95**

Students must carry a pen or pencil and all the permitted supplies needed for the exam. Any request or question may only be asked aloud and only with the permission of the teachers supervising the examination.

#### **Art. 96**

The multiple-choice tests should be filled in only on the standard forms available at the VBUMPhT lithographer's office and distributed to students by the teachers.

#### **Art. 97**

During the examination, communication between students is prohibited.

#### **Art. 98**

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

#### **Art. 99**

(1) On leaving the examination room, students must hand in the written paper and any signed sheets they have with them and sign for submission.

(2) During the examination, teachers do not carry out any activities other than supervising students.



---

**Art. 100**

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

**Art. 101**

The final mark of the examination is recorded in the student's record book with the signature of the course holder.

**Art. 102**

(1) Attempted cheating (discovering, during the examination, phones/other electronic devices not working/closed or printed/written materials on or near students without consulting them) is punishable by removal from the examination and failure of the examination.

(2) Fraud (catching the student in the act while using/consulting the above-mentioned written materials or electronic devices, including the identification on or near the student of phones/electronic devices in working/unlocked condition) is punishable by expulsion without the right to re-enroll in VBUMPhT.

(3) The Examination Board will refer the examination fraud in writing to the Ethics Committee of VBUMPhT for review and resolution. Within 10 working days of receiving the referral, the Ethics Commission of VBUMPhT shall determine the sanction, according to this Regulation, which shall be implemented by the Rector within 30 days of its determination.

### **V.4.3 Exam marking**

**Art. 103**

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

**Art. 104**

The final mark may be the result of a single final assessment or the arithmetic average of the examination mark and the practical examination mark or other forms of assessment.

**Art. 105**

A subject is passed if the final mark is at least 5.

**Art. 106**

(1) The examination passed or only the practical part passed shall be recognized throughout the period of study in the study programme concerned, unless the student waives the mark, under his/her own responsibility, in order to reconsider the grade in the re-examination session.

(2) At the end of the first cycle of studies, represented by the third year - in the Medicine and Dental Medicine study programmes and by the second year - in the Pharmacy study programme, the student must accumulate all 180 credits, respectively 120 credits.

**Art. 107**

(1) If the student is not satisfied with the grade obtained in the examination, he/she has the right to request a re-examination in order to reconsider the grade, on a fee basis.

(2) Re-examination for reconsideration of the passed examination grade may be requested, in writing, for a maximum of two examinations in the curriculum of the current year of study, only if the student is a full student at the end of the session of arrears.

(3) The mark obtained following re-examination for reconsideration of the grade is final and may result in an increase in the grade, a decrease in the grade or failure of the examination with loss of credits.

---

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: +40256220483

Email: [prorektoratdidactic@umft.ro](mailto:prorektoratdidactic@umft.ro)

[www.umft.ro](http://www.umft.ro)





- (4) If the student does not attend the examination, although there is a written request from the student for re-examination and reconsideration of the grade, the grade obtained previously will be recognized.
- (5) If the student only takes one examination paper and withdraws from the other paper, the examination is considered failed and the student loses the credits.

#### **Art. 108**

- (1) The results of the exam are communicated to the student on the spot or within 2 working days (except for the last day of the session when the results will be communicated on the same day) after the exam, and must be entered in the exam catalogue (ticket) / exam result and in the student's booklet.
- (2) No subject grades are displayed unless they are anonymized.
- (3) The completed and signed catalogue shall be handed into the faculty secretary's office, on signature, by a member of the examination board/subject representative, no later than the day after the end of the revision session (in the case of winter/summer sessions) or the re-examination/re-grading session (in the case of autumn session).

#### **Art. 109**

- (1) The student has the right to see the work and receive an explanation of the mark within 24 hours of the results being announced. To this end, the course holder is obliged to set a time limit within which students may consult their work.
- (2) Students who feel that they have been unfairly treated in the examination may challenge the result of the examination.
- (3) A student's appeal can only concern his/her own results.
- (4) Students' appeals regarding the way the exams are conducted, the marking procedure or the exam results are submitted to the faculty secretariat within 24 hours of the results being communicated.
- (5) Student complaints will be examined by a resolution committee appointed for this purpose by the Dean of the Faculty. The committee will analyze the situation presented by the student and draw up a report on compliance/non-compliance with institutional regulations and procedures.
- (6) If the Dean of the Faculty finds evidence that the examination was conducted irregularly or that the student was assessed incorrectly, the Dean of the Faculty, on the basis of the report drawn up by the Appeals Committee, may cancel the result of the examination and order a new examination by a committee set up by the Dean, made up of three teaching staff, in accordance with the examination procedures laid down for the subject concerned. The re-examination, under these conditions, does not lead to a reduction in the total number of possible submissions for passing an examination.
- (7) The reply to the appeal shall be communicated in writing to the student, the teacher involved and the head of the department within 48 hours of submission.

### **V.5. Passing exams**

#### **Art. 110**

- (1) Medical education is carried out, according to the Bologna process, in two cycles: pre-clinical (years I-III, totaling 180 credits - for 6-year undergraduate studies, years I-II, totaling 120 credits - for 5-year undergraduate studies) and clinical (the following 3 years, totaling 180 credits), according to the provisions of the University Charter.
- (2) For study programmes with 180-240 ECTS credits at VBUMPhT faculties, the curriculum involves a single study cycle.

#### **Art. 111**

(1) The promotion of a year of study within a cycle requires obtaining a minimum of 45 credits out of the total of 60 allocated/year, with the specification that the number of outstanding credits is a maximum of 15 outstanding credits accumulated in no more than the last two years of study, according to ARACIS standards.

(2) The promotion of a study cycle requires the successful completion of all subjects and the total number of credits foreseen for each study programme. At the Faculty of Medicine and Dental Medicine students are required to accumulate 180 credits/cycle at the end of a study cycle, i.e. years III and VI. At the Faculty of Pharmacy students are required to accumulate 120 credits/cycle at the end of a study cycle, i.e. the second year, and 180 credits at the end of the fifth year for the second cycle. (3) **The** minimum pass mark is 5 (five), both in the practical and theoretical exams.

(4) A test passed, even in the absence of passing the examination, will be recognized throughout the years of study.

(5) Marks lower than 5 require the examination to be repeated in a future session.

#### Art. 112

(1) The overall average of the year of study is calculated for each year of study **as the arithmetic average or weighted average**, taking into account all compulsory subjects (including the optional subject chosen as compulsory) taken by the student **and their number of credits**, after the end of the overdue or re-examination session.

(2) Compulsory subjects are those set out in the curriculum for the year of study.

(3) The weighted average is used for:

- Annual student reclassification;
- Classification of students for the award of scholarships to stimulate academic performance;
- Classification of students for the purpose of allocating places in student camps;
- Selection of students for participation in internal and international mobility.

(4) The provision of para. (3) shall apply to students enrolled from the academic year 2016-2017.

#### Art. 113

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

#### Art. 114

In the years within cycles in 300 and 360 ECTS degree programmes, the academic situation can be:

**1. Fully promoted** - if all 60 credits have been obtained;

**2. Passed with outstanding credits** - if a minimum of 45 credits out of the total of 60 credits allocated/year have been obtained, with a maximum of 15 outstanding credits accumulated in no more than the last two years of study;

a) In both cases (point 1 and point 2), the student may enroll for the following year of study.

b) Students who will take outstanding exams from previous years (outstanding credits) will only be able to take the exam on the basis of the individual exam catalogue issued by the faculty secretariat.

**3. Repeater** - if the minimum of 45 credits/year has not been obtained or if the number of outstanding credits in the last two years within the cycle exceeds 15 credits. In these situations, the student has the right to enroll in a **complementary year**;

**4. Expelled with the right of re-registration in accordance with the provisions of Chapter VII of these Regulations.**



## CHAPTER VI. EXTENSION OF THE PERIOD OF SCHOOLING (COMPLEMENTARY YEAR. MEDICAL EXTENSION). INTERRUPTION OF STUDIES. WITHDRAWAL FROM STUDIES. SCHOOL DROP-OUT

### Art. 115

The student is obliged to complete his/her studies within a time limit not exceeding twice the normal duration of the study programme in which he/she is enrolled.

### VI.1 Supplementary year

#### Art. 116

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

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

(3) The supplementary year extends the total duration of studies.

#### Art. 117

During the course of studies, a student may be enrolled in an additional year more than once for the same year of study, but not more than twice the normal duration of tuition for the study programme in which he/she is enrolled.

#### Art. 118

(1) The application for enrollment in the complementary year must be submitted in writing to the faculty secretariat 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 for non-enrollment.

(2) In the complementary year, the student pays tuition fees in proportion to the number of credits outstanding, but not more than the equivalent of 60 transferable credits in relation to the tuition fee for the year of study in which he/she enrolls. Outstanding credits mean all outstanding credits within the cycle, which have not been awarded at the time of enrollment in the complementary year, as defined in **the Regulation on the amount of tuition and other fees**.

(1) For foreign students (third-country nationals) studying on their own account, the tuition fee for the complementary year will be at the level of the tuition fee for the year of study in which they enrolled, in the amount set out in the Regulation on the amount of tuition and other fees at VBUMPhT, approved by the University Senate.

(3) On return from the complementary year, the student may be reclassified to a budgeted place under the criteria mentioned in Chapter IX of these regulations.

(4) The student enrolled in a complementary year is not entitled to receive a scholarship.

(5) A student enrolled in an additional year who is dissatisfied with a mark obtained in a passed examination for the year he/she is repeating has the right to repeat the subject, while respecting the structure of the academic year.

#### Art. 119

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania  
Tel: +40256220483  
Email: prorektoratdidactic@umft.ro

[www.umft.ro](http://www.umft.ro)

ARACIS - 2027 | IAAR (WFME, EQAR, ENQA) - 2026 | EBA (UK) - 2026

ISO 9001:2015 ISO 45001:2018



- (1) Students who do not obtain the credits required for promotion to the next academic year and are enrolled in a complementary year must satisfy the curriculum requirements of the class with which they are returning.
- (2) In the complementary year, the student's teaching obligations are limited to non-promoted subjects and to new subjects in case of curriculum changes.
- (3) In the case of students enrolled in a complementary year, grades (including partial grades) will be kept on record for the subjects and the credits obtained in the subjects promoted in the previous year, including credits obtained in advance, remain valid and will be transcribed by the faculty secretaries in the grade centralizer.
- (4) Students enrolled in a complementary year must meet the requirements of the curriculum of the graduating class. If there are changes, the secretaries of the faculties will indicate in the applications for enrollment in the complementary year the subjects in which students must sit the exams/exams for the difference by changing the curriculum. Aligning the academic situation of students enrolled in the complementary year with the curriculum of the promotion, by adding or deleting subjects, may lead to a change in the overall average of the year in question. Difference examinations established by a change of curriculum are held without financial obligation.

#### **Art. 120**

- (1) Students enrolled in a complementary year may opt to take part in the upper-year curriculum, thus obtaining credits in advance.
- (2) Students who, in the complementary year, apply for loans in advance will pay the full tuition fee.
- (3) Obtaining credits in advance for a year of study is not followed by a reduction of the tuition fee for that year.
- (4) The option to follow, in part, the upper year curriculum is submitted to the Dean's Office within the deadline for student registration.
- (5) The application is endorsed by the course holder and the head of the discipline and approved by the Dean of the Faculty. The student is required to submit a copy of the application approved by the Dean in the discipline for which he/she is requesting credits in advance, indicating the group with which he/she will carry out practical work/internships.
- (6) The number of credits taken from the senior year is limited to 30 units. The sum of outstanding and assumed upper-year credits may not exceed 60 in an academic year.
- (7) Advance credits will not be approved for subjects with continuity if they have not been passed in previous years.
- (8) One week prior to the exam, during the session, students will request an individual catalogue with which to take the exam.
- (9) Depending on the schedule of outstanding credits, the student in the complementary year may carry out teaching activities and take examinations in subjects in the following year, with the approval of the course holder and provided that the student has fully fulfilled the teaching obligations (attendance at lectures, practical work, internships).
- (10) The series or module allocation will be done without overlapping the timetable of outstanding credits (subjects) in the complementary year with the timetable of credits taken in the higher plan. Examinations for students enrolled in the complementary year and taking subjects in the upper year will be carried out in the same way as for other students, who will have the possibility of taking an examination three times during an academic year.
- (11) Any credits obtained in advance are not taken into account when counting the credits required to pass the year of study. Credits taken in advance only count for the semester/year to which the subject taken in advance belongs.

#### Art. 121

If, on return from the complementary year, the repeated degree programme no longer exists, the student may opt for a programme close in content. If such a programme does not exist, the University has no obligation to students in this situation.

## VI.2 Medical extension

#### Art. 122

(1) Students who do not pass the next academic year for medical reasons may be re-enrolled in the same year of study under the following conditions:

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

*b)* had sick leave of more than 60 calendar days, of which at least 20 consecutive days of hospitalization.

(2) To this end, students must submit a request for a medical extension of their tuition to the faculty secretary's office, together with the supporting documents approved by the university's medical committee, no later than 10 days after the end of the medical exemption period mentioned in the medical certificate.

(3) The documents will be reviewed and endorsed by the University Medical Committee, the Dean of the Faculty and the Board of Trustees.

#### Art. 123

On resuming their studies, students who have benefited from a medical extension of their tuition will resume their place, budgeted or fee-paying, held at the time of the request for extension on medical grounds.

#### Art. 124

(1) Budgeted students who have not obtained the number of credits required for promotion for medical reasons will follow the complementary year without financial obligations.

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

#### Art. 125

(1) Medical extension of schooling can be granted once during the whole schooling, for 1 year.

(2) In exceptional circumstances, the Board of Governors of the University may approve additional medical extension of tuition.

#### Art. 126

(1) In the medical extension year, students must meet the curriculum requirements of the class they are returning to study.

(2) The student's teaching obligations are limited to non-promoted subjects and new subjects in case of curriculum changes.

(3) Examination grades from previous years are recognized by the faculty secretaries.

(4) In the case of changes to the syllabus in new subjects, students will sit difference examinations without financial obligation.

#### Art. 127

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: +40256220483

Email: [prorectoratdidactic@umft.ro](mailto:prorectoratdidactic@umft.ro)

[www.umft.ro](http://www.umft.ro)

ARACIS - 2027 | IAAR (WFME, EQAR, ENQA) - 2026 | EBA (UK) - 2026

ISO 9001:2015 ISO 45001:2018



If, on resumption of studies, the repeated degree programme no longer exists, the student may opt for a programme close in content. If such a programme does not exist, the University has no obligation toward students in this situation.

## VI.3 Interruption of studies

### Art. 128

- (1) Interruption of schooling may be approved for a maximum of two years during the undergraduate cycle.
- (2) During the interruption of studies, student status is suspended.
- (3) The request to interrupt the course must be submitted in writing to the faculty secretary's office no later than the beginning of the second semester.
- (4) The request for discontinuation is endorsed by the Dean of the Faculty and approved by the Board of Trustees of the University.

### Art. 129

The period 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 has been approved.

### Art. 130

- (1) Fee-paying students are obliged to pay, in full, the tuition fees for the current academic year, in compliance with the provisions of **the Regulation on the amount of tuition and other fees at VBUMPhT.**

### Art. 131

- (1) Exams passed by the date of the interruption of studies are recognized by the faculty secretaries.
- (2) Students who have interrupted their studies are obliged to fulfill any teaching obligations resulting from changes in the curriculum in the meantime, by studying the newly introduced subjects and taking the difference exams, without financial obligations.
- (3) This fact must be communicated to the student at the time of the interruption of studies, mentioning on the interruption request that he/she is aware of it.
- (4) If, on return, the discontinued degree programme no longer exists, the student may opt for a programme close in content. If such a programme does not exist, the University has no obligation to students in this situation.

### Art. 132

- (6) At the end of the interruption of studies, the student will submit an application to resume studies, within the enrollment period, otherwise he/she will be expelled for non-enrollment.
- (7) On resuming their studies, students resume their budgeted or tuition fee place held at the time of the interruption request.

## VI.4 Withdrawal from studies

### Art. 133





(2) The student has the right to request a withdrawal from studies by submitting an application to the Dean's Office, which will be endorsed by the Dean and approved by the Board of Directors of the University.

(3) The tuition fee student has the obligation to pay, in full, the tuition fee for the current academic year, in compliance with the provisions of **the Regulation on the amount of tuition fees and other fees at VBUMPhT.**

(4) The original documents from the personal file shall be released only after the presentation to the Dean's Office of the faculty of the complete liquidation note.

#### Art. 134

(1) In case of withdrawal, the regaining of the student status at VBUMPhT shall take place only by taking a new entrance examination, except for the cases provided for in paragraph. 2.

(2) Re-registration without an entrance examination may be approved, upon written request of withdrawn students, within a maximum of 5 years after their withdrawal from VBUMPhT, with the agreement of the Dean of the Faculty and the opinion of the Administrative Council, by decision of the Rector, under the conditions provided for in these Regulations on Re-registration. Students who withdrew from the University in the first year of study are exempted from this provision.

(3) **The** application for regaining student status shall be submitted to the faculty secretariat during the registration period.

## VI.5 School drop-out

#### Art. 135

At VBUMPhT, dropout means:

- failure to register within the time limit laid down in this Regulation.
- withdrawal from studies.

## CHAPTER VII. EXPULSION

#### Art. 136

(1) In the following situations, students will be expelled, with the right to re-enroll in VBUMPhT:

- failure to enroll/sign the study contract or the additional documents to it, within the time limits set by the University regulations;
- failure to pay the tuition fee within the time limits set by the University regulations;
- failure to submit an application for resumption of studies within the prescribed time limit after the expiry of the interruption of studies;

(2) In the following situations, students will be expelled, without the right to re-enroll in VBUMPhT:

- exceeding twice the normal duration of the study programme in which the student is enrolled;
- Exam cheating (catching the student in the act while using/consulting the above-written materials or electronic devices, including identifying on or near the student phones/electronic devices in working/open condition);
- serious violations of the rules of social conduct, inside or outside the university;
- taking any action of any kind (verbal or written) designed to discredit the university or any member of the academic community or to seriously damage its image and prestige;



- deviations from university discipline and ethics and for non-compliance with university regulations, at the proposal of the Faculty Council and/or the VBUMPhT Ethics Committee, by decision of the Rector.

(3) After the expulsion, the person in question loses his/her student status and VBUMPhT is no longer bound to him/her.

#### Art. 137

In the event of a new enrollment through an entrance exam, the results obtained previously are not recognized and cannot be equated in VBUMPhT.

## CHAPTER VIII. RE-REGISTRATION

#### Art. 138

(1) Re-registration is done within the deadline set for the enrollment of students, on the basis of an application, with the agreement of the Dean of the Faculty and the opinion of the Administrative Council, by decision of the Rector, subject to the signing of the study contract and the payment of the tuition fee.

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

(3) Withdrawn VBUMPhT students can be re-enrolled within a maximum of 5 years after withdrawal in the same study programme, except for students withdrawn in the first year of study.

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

#### Art. 139

(1) Re-registration will be on a fee basis, for the duration of the studies, with the retention of the original matriculation number.

(2) Students will also have to pay a re-enrollment fee, which is stipulated in the **Regulation on the amount of tuition and other fees at VBUMPhT**, approved by the University Senate.

#### Art. 140

(1) Re-enrollment is done in the year of study corresponding to the number of equivalent/recognized transferable study credits obtained up to the time of expulsion/withdrawal, by making the study plans compatible.

(2) Re-registration is approved with the passing of any difference examinations, if applicable.

(3) No permanent academic mobility is allowed in the year of re-enrollment.

(4) During the schooling period, students can be re-enrolled only once.

#### Art. 141

(1) The acquisition of student status by persons who have been expelled or have withdrawn from other faculties in the country, is done after passing the entrance exam to the "Victor Babes" University of Medicine and Pharmacy in Timisoara.

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

### Art. 142

The provisions of this Regulation shall apply:

- all faculties/programmes of study (excluding master and doctorate) within VBUMPhT;
- all students enrolled after an admission competition in all faculties/programmes of study (excluding PhD) of VBUMPhT.

### Art. 143

(1) In accordance with Law 224/2005, at the beginning of each academic year, students will be reclassified to the budgeted study places, according to the weighted average of the previous academic year, in descending order, starting with full-time students.

(2) The system of annual reclassification of students to fill the places financed from the state budget for undergraduate studies, according to the weighted average, is applied in VBUMPhT from the first year, the academic year 2016-2017.

(3) Reclassification refers to the state-funded places of each year of study at VBUMPhT remaining available after keeping the budgeted places for the following categories of students:

- a. students who qualified for social grants in the previous academic year;
- b. students who benefit from the medical extension of schooling keep the status they had (budget/fee) in the year before the interruption of schooling;
- c. students who have resumed their studies after a break;
- d. students who have been admitted to the state-funded places allocated to Roma candidates, graduates of high schools in rural areas, and baccalaureate graduates from the social protection system.

(4) In the category of social grants referred to in paragraph 1, the following shall apply 2 lit. (b) does not include occasional social grants.

### Art. 144

(1) The budgeted study places will be filled following reclassification in descending order of weighted averages, in the following order:

1. Full-time students with no outstanding credits from previous years;
2. students promoted with only one outstanding from the previous year;
3. students promoted with arrears.

(2) In the event of a tie in the distribution averages, the criteria used to determine the first tie shall be used sequentially until the first tie is reached, in the following order:

1. Grade/average of grades obtained in the subject with the highest number of credits in the previous academic year;
2. The grade/average of the grades obtained in the subjects with the highest number of credits, in descending order, in the previous academic year;
3. Arithmetic average of the weighted averages for the previous academic years.
4. Average obtained in the entrance exam to VBUMPhT".

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

### Art. 145

(1) For the purposes of these regulations, a student who has obtained 60 credits for the completed year of study by passing the examinations in the compulsory subjects and the optional subject chosen, according to the study contract, is a full student.

(2) Exam(s) not passed in previous years affect the status of full-time student (e.g. a student who is a full-time student of year II and could pass the budget according to the average, if in year I he/she had an exam pending will be reclassified according to art. 179 para (1)).

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

**Art. 146** The following categories of students are not reclassified:

- fee-paying students who have graduated from another university under a budgeted scheme;
- fee-paying students who have graduated from another university (regardless of funding scheme, budget or fee) and have not taken an entrance exam;
- students who have been expelled and re-enrolled on a fee-paying basis until the completion of their studies in the year in which they were re-enrolled;
- students enrolled on fee-paying places, following approval of mobility from private universities or recognition of periods of study at other higher education institutions abroad;
- students admitted to study on the basis of the Letter of Acceptance and/or without an admission competition (non-EU - own account);
- students admitted to programmes for which the places offered are fee-only;
- Romanian from everywhere students;
- Romanian students and students from EU, EEA and CH who have been admitted to study programmes in Romanian language and English/French language respectively.

**Art. 147** Students admitted through mobility from another accredited higher education institution in Romania, who meet the conditions for the promotion of the academic year, keep their form of funding (budgeted or fee-paying) only in the first academic year from the time of approval of the final academic mobility.

**Art. 148** Olympic students admitted to a budgeted place, without an entrance exam, will keep their budgeted place only in the first year of study.

**Art. 149**

(1) Students who receive a one-year mobility grant retain the status (budgeted or fee-paying) they had in the year prior to their departure, provided they pass their year of study.

(2) Students benefiting from a semester mobility grant will be reclassified according to the provisions of Article 164(1).

**Art. 150** When returning from the complementary year, the student may be reclassified to a budgeted place, under the criteria mentioned in Article 164 of these regulations.

**Art. 151** Students who have lost their state-funded places can continue their studies for a fee.

**Art. 152**

(1) The weighted average is expressed as the sum of the products of the grades (N) in the compulsory subjects and the credits (C) in the subjects, expressed as a proportion of the total number of credits for the year in question, except for Physical Education (**where this subject is not compulsory or not provided for credit**) and the specialist (summer) practice, according to the formula:  $M = \sum N C_{pnn} / 58$ .



(2) The calculation of the weighted average of the year of study takes into account the compulsory subjects and the optional subject chosen, passed by the student and their number of credits, after the end of the session of arrears or the session of re-examinations.

(3) Optional subjects taken additionally during an academic year are awarded extra credit and are only recorded in the Diploma Supplement. These subjects are not taken into account when calculating the student's weighted average.

(4) Optional subjects taken additionally during an academic year are awarded extra credit and are only recorded in the Diploma Supplement. These subjects are not taken into account when calculating the student's weighted average.

(5) Any credits obtained in advance are not taken into account when counting the credits required to pass the year of study. Credits taken in advance only count for the semester/year to which the subject taken in advance belongs;

**Art. 153 The reclassification of students** in order to allocate the budgeted places is carried out by the staff of the secretariats of each Dean's Office, with the support of the IT Department, verified and certified, under signature, by the Dean of each faculty.

**Art. 154 Reclassification** is announced and posted on the Dean's notice board during the first week of the academic year.

#### **Art. 155**

(1) Any appeals regarding the annual reclassification of students must be submitted within 48 hours after its posting, to the Dean of the Faculty, through the University Registrar's Office, room 1, from 08.00 to 14.00.

(2) The resolution of appeals is the exclusive responsibility of the Dean of the Faculty.

(3) Once any appeals have been resolved, lists of students' reclassifications will be drawn up and posted, containing the final and indisputable results.

#### **Art. 156**

(1) Candidates who have received partial funding from the state budget for an undergraduate degree programme and have been admitted to the admission competition organized at The „Victor Babes” UMPH in Timisoara, will be enrolled in the fee-paying places, starting with the first year of studies.

(2) The category of students referred to in paragraph (1) shall have the right to reclassify to the budgeted places only after having completed the number of years of study corresponding to those previously completed on a tuition-free basis, in compliance with the criteria and performance standards for the annual reclassification of students established by the university management.

(3) Fee-paying students who have been reclassified to places financed from the state budget are required to submit the original of their baccalaureate diploma to the faculty/department secretary's office no later than the last day set for enrollment in the academic year, but no later than 30 calendar days after the start of the academic year, under penalty of **losing the state-funded place obtained through reclassification.**

## **CHAPTER X. STUDENT MOBILITY AND EQUIVALENCE / RECOGNITION OF STUDIES UNDERTAKEN IN OTHER HIGHER EDUCATION INSTITUTIONS AT HOME OR ABROAD**

## X.1. General provisions

### Art. 157

- (1) Academic mobility is the right of students to have their transferable credits acquired in accordance with the law recognised at other accredited/provisionally authorised higher education institutions in the country or abroad or at other study programmes within the same higher education institution.
- (2) Mobility can be internal or international, permanent or temporary, for all forms of education.
- (3) Academic mobility shall be carried out in compliance with the legal provisions on tuition capacity and funding of higher education and with these Regulations.

### Art. 158

Recognition of transferable credits in the case of international academic mobility can be made by higher education institutions for the person who proves the completion of the mobility period with documents issued by the higher education institution he/she attended.

### Art. 159

Academic mobility can be carried out at the student's request:

- on the basis of interinstitutional agreements;
- only with the agreement of the sending and receiving accredited/provisionally authorized higher education institutions, as appropriate.

(1) The inter-institutional acceptance consists of completing and signing the mobility application form, as set out in the Annex to Order No. 5140/2019 on academic mobility of students as follows:

- the student submits the mobility application to the higher education institution where he/she wishes to be mobile in order to obtain acceptance;
- after obtaining the mobility acceptance, the student requests mobility from the higher education institution where he/she is registered;
- the higher education institution accepting the mobility first signs the student's mobility request, then the institution from which the student is leaving signs;
- the conditions under which mobility takes place are also listed in the application.

### Art. 160

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

## CHAPTER XI. SCHOOL LEAVING EXAMINATIONS

### Art. 161

The undergraduate studies in the faculties of VBUMPhT are completed by a bachelor's degree examination, which is organized according to its own bachelor's degree regulations developed and updated annually, as specified by the ME.

### Art. 162

(1) The licensing examination consists of two parts:





- **assessment of basic and specialist knowledge.** This test is written, with a national component and a practical test for those programmes of study which provide for this;
- **presentation and defence of the bachelor thesis.**

(2) The passing average for each examination is at least 5.00 (five) and the passing average for the licensing examination is at least 6.00 (six).

#### Art. 163

(1) At the „Victor Babeș” University of Medicine and Pharmacy in Timișoara, the own graduates of accredited or provisionally authorized study programmes, who have passed all the evaluation exams during the undergraduate study programmes, can take the license exam.

(2) Graduates of accredited study programmes or of study programmes authorized to operate provisionally at "Victor Babeș” UMPH in Timișoara register with the Deans of the faculties and take the licensing examination at "Victor Babeș” UMPH in Timișoara.

(3) For a university degree programme, the final examination is organized and conducted under the same conditions for all graduates.

(4) At the "Victor Babeș” UMPH in Timișoara, the Bachelor's exam can be taken within 3 years after graduation.

#### Art. 164

The University will inform candidates about the examination periods for the completion of their studies, the conditions and periods for registration, the subjects and the bibliography, through the secretariats of the faculties, by posting at the institution's premises and/or on the website.

#### Art. 165

(1) The Central Coordination Office for the Undergraduate Examination and the Central Undergraduate Commission shall be established, at the proposal of the Rector, at the University level, shall be approved by the Administrative Board and shall be constituted by the decision of the Rector. Their composition shall be published on the University website, [www.umft.ro](http://www.umft.ro).

(2) The composition and the number of the final examination committees are established by faculties and study programmes, at the proposal of the faculty councils, at least one month before the date of the licensing examination, are approved by the Administrative Council and are constituted by decision of the Rector. The composition of the committees is published on the University website, [www.umft.ro](http://www.umft.ro).

(3) The composition of the commissions for the analysis and resolution of the appeals is established by faculties, at the proposal of the faculty councils, at least one month before the date of the licensing exam, is approved by the Administrative Council and is constituted by the decision of the Rector. The Commissions for the analysis and resolution of appeals are composed of 3 members, other than the members of the examination committee, including a president, and a secretary (with only document management duties) and are published on the University website, [www.umft.ro](http://www.umft.ro).

(4) The university management, deaneries and examination boards bear full responsibility for the organization and conduct of the final examinations.

#### Art. 166

Diplomas for graduates who have passed the licensing examination in the degree programme are issued by the "Victor Babeș" University of Medicine and Pharmacy in Timișoara, within a maximum of 12 months from the date of promotion.

#### Art. 167



(1) Until the diploma is issued, graduates who have passed the licensing exam receive certificates of completion within 30 calendar days from the date of completion of the licensing exam.

(2) The certificate of completion of studies gives the holder the same legal rights as the diploma and must contain the position, name, surname and signature of the persons in the institution in office at the time of completion (rector, university secretary, dean, faculty secretary), the institution's seal and the following information:

- a) the field of university studies;
- b) the study programme/specialization;
- c) period of study;
- d) average years of study;
- e) the average of the final examination;
- f) accreditation status/provisional operating authorization, a form of education, the language of instruction, geographical location, number of credits and the regulatory act establishing them (government decision, ministerial order, as appropriate);
- g) the number of the ministerial order / letter of acceptance / tuition approval / certificate of recognition of studies - for foreign students.

(3) Graduates are issued, as a rule, with a single certificate of completion of studies. In the event of loss or destruction, a new certificate with a new registration number shall be issued on request and shall be valid for a maximum period of 12 months from the date of passing the final examination.

#### Art. 168

The certificate of graduation, without a final examination, certifies the completion of a study programme and is issued on request to graduates who have not taken or passed the final examination. It is drawn up by the graduate institution and contains the following compulsory minimum elements:

- a) the field of university studies;
- b) the study programme/specialisation;
- c) period of study;
- d) average years of study;
- e) accreditation status/provisional operating authorisation, form of education, language of instruction, geographical location, number of credits and the regulatory act establishing them (government decision, ministerial order, as appropriate);
- f) the number of the ministerial order/letter of acceptance to study/approval of enrollment/certificate of recognition of studies - for foreign students;
- g) the position, surname, forename and signature of the persons in the institution in office at the date of completion (rector, head university secretary, dean, head faculty secretary) and the institution's seal.

## CHAPTER XII. DIPLOMAS/DOCUMENTS OF STUDIES

#### Art. 169

(1) The conditions for issuing study documents are made public by posting on the notice board of the Study Documents Secretariat, on the VBUMPhT website ([www.umft.ro](http://www.umft.ro)) and presented in the **Study Documents Regulation**, approved by the Senate, in accordance with the Framework Regulation of 27 April 2020 on the regime of study documents and university documents in the higher education system.

(2) At the time of issue, the graduate must present his/her ID/CI or passport in original, valid on the day of issue of the diploma(s).

#### Art. 170



- (1) Holders or their authorized representatives have the right to request the issue of completed study documents no later than 12 months after passing the final examination.
- (2) A certificate of studies relating to completed or partially completed studies is issued to the holder free of charge.
- (3) If the holder is unable to attend, the education document may be issued to his/her authorized representative on the basis of a notarised power of attorney/attorney's power of attorney in copy, certified as a true copy, expressly stating that the authorized representative may collect the education document.
- (4) If the power of attorney has been drawn up in another country, it shall be submitted in the original, accompanied by a certified translation. The power of attorney must be apostilled or authenticated by the competent authorities of the State on whose territory it was drawn up, except for those drawn up in States which have concluded conventions, treaties or agreements with Romania on legal assistance in civil matters, which provide for exemption from any legalization.

#### **Art. 171**

- (1) The completed and unread transcripts of studies by the holders/trustees are kept in the VBUMPhT archives with permanent term.
- (2) The completed and unregistered academic transcripts due to the death of the holder may be issued to a member of the holder's family (ascendant or descendant of the first or second degree), on the basis of a request approved by the Rector of VBUMPhT, accompanied by a certified copy of the death certificate and a sworn statement of the reasons for the withdrawal of these academic transcripts.
- (3) Powers of attorney issued at Romanian embassies or consulates in various countries are accepted. Powers of attorney signed by the ambassador/consul do not need to be translated or apostilled/super signed.

#### **Art. 172**

In the event of loss, complete destruction or partial damage of a transcript of studies, a duplicate may be issued if the institution's archives contain a copy of the transcript of studies and/or other legal documents showing the holder's educational record or, if the archives were destroyed in circumstances of force majeure (natural disasters, fire, etc.), by the institution's reconstruction of the educational record.

#### **Art. 173**

- (1) For the issue of a duplicate of a study document, the holder shall submit a written request to the Rector of VBUMPhT, accompanied by the following documents:
  - a) a written declaration 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 copy of the original birth certificate;
  - c) two photographs - recently taken on photographic paper, colour, size 3 x 4 cm - of the document holder;
  - d) proof of publication in the Official Gazette of Romania, Part III, in case of loss or destruction of the diploma;
  - e) proof of payment of the fee for the issue of the duplicate;
  - f) the original of the damaged or laminated document;
  - g) notarised power of attorney/attorney in certified copy with the original.
- (2) The file containing the documents referred to in paragraph 1 shall be kept in a safe place. (1) shall be submitted by the holder or his/her authorised representative to the Study Documents Office for verification.



(3) If duplicates are requested after more than one document of study, then, according to the law, the request for a duplicate is made separately for each document (separate file). Fees for each duplicate are also paid separately.

(4) All approvals given for the issue of duplicates shall be kept in the archives of the institution with a permanent term.

#### **Art. 174**

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

## **CHAPTER XIII. REWARDS. SANCTIONS**

#### **Art. 175**

For outstanding results in teaching, scientific work or other special merits, the student may be rewarded by:

- a) highlighting at year, faculty or university level;
- b) awarding a merit diploma for outstanding results in teaching training and in the licensing examination, depending on the average limit established by the faculty or University regulations;
- c) participation in camps, scientific events;
- d) scholarships, according to the Scholarship Regulation;
- e) other forms of distinction, with the approval of the Board of Directors, in accordance with legal regulations.

#### **Art. 176**

(1) Failure by the student to comply with the duties arising from the regulations of the University, as well as the provisions contained in the University Charter adopted by the University Senate and the Code of Ethics and Professional Deontology may result in the application of sanctions (warning, temporary suspension of scholarships, suspension of some facilities from which the student benefits and, in extreme cases, expulsion from the faculty), according to the legal norms and regulations in force.

(2) Sanctions are applied according to the seriousness of the misconduct, its repetition and the conditions under which it was committed. They may be appealed to the University's governing bodies within 15 calendar days from the date of communication of the sanction and will be resolved within 30 calendar days of submission.

(3) The sanction will be brought to the attention of the sanctioned student and the sanction decision will be attached to the student's personal file.

## **CHAPTER XIV. ANNEXES**

Annex No. 1 - Model application - Enrollment in complementary year

Annex No. 2 - Standard application - Interruption of studies

Annex No. 3 - Model application - Withdrawal from studies

Annex No. 4 - Standard application - Resumption of studies

Annex No. 5 - Standard application - Re-registration for studies

Annex No. 6 - Standard application - Extension of schooling for medical reasons

Annex No. 7 - Standard application - for change of name on the birth certificate originally submitted



Annex No. 8 - Standard application - on the initiation of the procedure for the issuance of a new Letter of Acceptance for Studies by the Ministry of Education.

## CHAPTER XV. FINAL AND TRANSITIONAL PROVISIONS

### Art. 177

(1) These regulations shall be reviewed annually, amended in accordance with new legal provisions and approved by the University Senate at least three (3) months before the start of the academic year, in accordance with LEN no. 1/2011, art. 136, para. (2).

(2) The regulations can only be amended with the approval of the University Senate.

(3) The Faculty Councils and the Administrative Board may adopt resolutions on the detailing of certain articles of these regulations, depending on the specific nature of the activity.

(4) In exceptional situations (state of emergency/curfew, epidemics/pandemics, natural disasters and other justified situations), the Board of Directors of VBUMPhT may decide on the way of carrying out the teaching activity, based on university autonomy, according to its own procedure.

### Art. 178

In order to make the contents of these Regulations known, they will be posted on the university website ([www.umft.ro](http://www.umft.ro)), section Students Regulations.

### Art. 179

The following regulations and methodologies complement these Regulations:

- University code of student rights and obligations;
- Regulations for the organization and conduct of the entrance examination for undergraduate studies at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;
- Dormitory regulations on the organization and functioning of accommodation at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;
- Regulations for the awarding of scholarships at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;
- Regulation on the application of the European Credit Transfer System (ECTS) at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;
- Regulations for the academic recognition of Erasmus+ students' studies at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;
- Regulations on the organization and conduct of the licensing examination;
- Regulation on the management, completion and issuance of study documents and university documents within the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;
- Regulation on the amount of tuition and other fees;
- Methodology of examination and grading of students at VBUMPhT;
- Methodology on the organization and conduct of the examination process of students/masters/doctoral candidates in the *online* system at VBUMPhT;
- Criteria and performance standards for the annual reclassification of students;
- Regulation on the organization and conduct of specialist practice at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;
- Regulation on the academic mobility of students, for bachelor and master cycle, within the "Victor Babeș" University of Medicine and Pharmacy in Timișoara.

### Art. 180

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timișoara, Romania

Tel: +40256220483

Email: [prorektoratdidactic@umft.ro](mailto:prorektoratdidactic@umft.ro)

[www.umft.ro](http://www.umft.ro)



On the date of approval of this Regulation, any regulations to the contrary are repealed.

The Senate of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara approved the present Regulation in the meeting of 31 May 2023, date on which it enters into force.

**RECTOR,**  
**Prof. MD Octavian Marius Cretu, PhD**

*The holograph signature is affixed to the original version of the document which is kept in the archives of the University Senate. This act has the same legal force as the original document.*

**Annex No 1 - Form code** UMFVBT-REG/PD/DSGU/18/2023 - 01

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania  
Tel: +40256220483  
Email: prorektoratdidactic@umft.ro

[www.umft.ro](http://www.umft.ro)

ARACIS - 2027 | IAAR (WFME, EQAR, ENQA) - 2026 | EBA (UK) - 2026

ISO 9001:2015 ISO 45001:2018





Registration No \_\_\_\_\_

*Favourable opinion,*  
DEAN,  
\_\_\_\_\_

To

**THE FACULTY MANAGEMENT** \_\_\_\_\_

The undersigned, \_\_\_\_\_, declared REPETER in the year \_\_\_\_\_,  
academic year \_\_\_\_\_, at the Faculty of \_\_\_\_\_, Study  
Programme: \_\_\_\_\_, please approve my **ENROLLMENT IN A COMPLEMENTARY  
YEAR** \_\_\_\_\_, in the academic year \_\_\_\_\_, at the Faculty of \_\_\_\_\_,  
Programme of study: \_\_\_\_\_.

Thank you.

Date, \_\_\_\_\_

Student signature, \_\_\_\_\_

**EDUCATIONAL STATUS of the student(s)** \_\_\_\_\_, **registration number** \_\_\_\_\_:

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

EXAMINATIONS OF DIFFERENCE established by the change of the Education Plan, according to the promotion \_\_\_\_\_

\_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

*Head of Faculty Secretary,* \_\_\_\_\_

I took notice and received a copy \_\_\_\_\_  
(date and signature)

*The time limit for processing the application is in accordance with the legislation in force*

**Annex No 2 - Form code** UMFVBT-REG/PD/DSGU/18/2023 - 02

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: +40256220483

Email: prorektoratdidactic@umft.ro

[www.umft.ro](http://www.umft.ro)

ARACIS - 2027 | IAAR (WFME, EQAR, ENQA) - 2026 | EBA (UK) - 2026

ISO 9001:2015 ISO 45001:2018



Registration No \_\_\_\_\_

*Favourable opinion,*

*Approved,*

DEAN,

BOARD OF DIRECTORS

To

**The Management of the "Victor Babes" University of Medicine and Pharmacy in Timisoara,**

The undersigned, \_\_\_\_\_, country \_\_\_\_\_, student in year \_\_\_\_\_, gr. \_\_\_\_\_, academic year \_\_\_\_\_, in the **FACULTY** \_\_\_\_\_, Study programme \_\_\_\_\_, on a free / fee-paying basis, I would like to ask you to approve the **WITHDRAWAL** of my undergraduate studies, during \_\_\_\_\_, for the following reasons: \_\_\_\_\_

Thank you.

*\* I have taken note that, when I resume my studies, I will fulfill any obligations resulting from the changes in the curriculum in the meantime, by studying the newly introduced subjects and taking the difference exams, without financial obligations.*

Date, \_\_\_\_\_

Signature, \_\_\_\_\_

**SCHOOL SITUATION:**

Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____

Head of faculty secretary,

**THE STUDENT'S FINANCIAL SITUATION:**

PAID - fee for the academic year \_\_\_\_\_

Admin.finance: \_\_\_\_\_

(name, surname, signature)

*The time limit for processing the application is in accordance with the legislation in force*

**Annex No 3 Form code** UMFVBT-REG/PD/DSGU/18/2023 - 03

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: +40256220483

Email: prorektoratdidactic@umft.ro

[www.umft.ro](http://www.umft.ro)

ARACIS - 2027 | IAAR (WFME, EQAR, ENQA) - 2026 | EBA (UK) - 2026

ISO 9001:2015 ISO 45001:2018



Registration No \_\_\_\_\_

*Favourable opinion,*

*Approved,*

DEAN,

THE BOARD OF DIRECTORS,

To,

**THE MANAGEMENT OF THE "VICTOR BABEȘ" UNIVERSITY OF MEDICINE AND  
PHARMACY IN TIMIȘOARA,**

The undersigned, \_\_\_\_\_, country \_\_\_\_\_, student in year \_\_\_\_\_, academic year: \_\_\_\_\_, gr. \_\_\_\_\_, in the FACULTY OF \_\_\_\_\_, Study programme: \_\_\_\_\_, on a free / fee-paying / CPV basis, please approve my **WITHDRAWAL** from undergraduate studies, for the following reasons:

At the same time, please release me:

- the personal documents file,
- school situation,
- curriculum (please tick)

Thank you.

Date, \_\_\_\_\_

Signature, \_\_\_\_\_

#### SCHOOL SITUATION:

Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____

Head of faculty secretary,

#### THE STUDENT'S FINANCIAL SITUATION:

PAID - fee for the academic year \_\_\_\_\_

Admin.finance: \_\_\_\_\_

(name, surname, signature)

*The time limit for processing the application is in accordance with the legislation in force*

**Annex No 4 Form code** UMFVBT-REG/PD/DSGU/18/2023 - 04

Registration No \_\_\_\_\_

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: +40256220483

Email: prorektoratdidactic@umft.ro

[www.umft.ro](http://www.umft.ro)

ARACIS - 2027 | IAAR (WFME, EQAR, ENQA) - 2026 | EBA (UK) - 2026

ISO 9001:2015 ISO 45001:2018



*Favourable opinion,*

*Approved,*

DEAN,

BOARD OF DIRECTORS,

To

**The Management of the "Victor Babes" University of Medicine and Pharmacy  
in Timisoara,**

The undersigned, \_\_\_\_\_, country \_\_\_\_\_,  
having my student status suspended due to interruption of studies at the FACULTY OF  
\_\_\_\_\_, Study Program: \_\_\_\_\_, please approve my  
**RESUMPTION OF STUDIES** at the Faculty of \_\_\_\_\_, Study Program:  
\_\_\_\_\_, in the year \_\_\_\_\_, academic year \_\_\_\_\_, on a free / fee-paying basis.

Thank you.

Date, \_\_\_\_\_

Signature, \_\_\_\_\_

**EDUCATIONAL STATUS of the student(s)** \_\_\_\_\_, **registration number** \_\_\_\_\_:

Year \_\_\_\_ / univ. year \_\_\_\_ / \_\_\_\_\_

Year \_\_\_\_ / univ. year \_\_\_\_ / \_\_\_\_\_

Year \_\_\_\_ / univ. year \_\_\_\_ / \_\_\_\_\_

Year \_\_\_\_ / univ. year \_\_\_\_ / \_\_\_\_\_

Year \_\_\_\_ / univ. year \_\_\_\_ / \_\_\_\_\_

Year \_\_\_\_ / univ. year \_\_\_\_ / \_\_\_\_\_

EXAMINATIONS OF DIFFERENCE established by the change in the Education Plan:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Head of Faculty Secretary,**

\_\_\_\_\_

*The time limit for processing the application is in accordance with the legislation in force*

**Annex No 5 Form code** UMFVBT-REG/PD/DSGU/18/2023 - 05

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania  
Tel: +40256220483

Email: prorektoratdidactic@umft.ro

[www.umft.ro](http://www.umft.ro)

ARACIS - 2027 | IAAR (WFME, EQAR, ENQA) - 2026 | EBA (UK) - 2026

ISO 9001:2015 ISO 45001:2018



Registration No \_\_\_\_\_

*Favourable opinion,*

*Approved,*

DEAN,

BOARD OF DIRECTORS,

To

The Management of the "Victor Babes" University of Medicine and Pharmacy  
in Timisoara,

The undersigned \_\_\_\_\_, country \_\_\_\_\_,  
expelled from the Faculty \_\_\_\_\_, major \_\_\_\_\_, please approve my **RE-  
REGISTRATION in the** Faculty \_\_\_\_\_, degree programme \_\_\_\_\_, in  
the year \_\_\_\_\_, academic year \_\_\_\_\_, on a free/fee-paying basis.

Thank you.

Data, \_\_\_\_\_

Signature, \_\_\_\_\_

**EDUCATIONAL STATUS of the student(s)** \_\_\_\_\_, **registration number** \_\_\_\_\_:

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

*Head of Faculty Secretary,*

EXAMINATIONS OF DIFFERENCE established by the change in the Education Plan:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*The deadline for processing the application is in accordance with the legislation in force.*

**Annex No 6 Form code** UMFVBT-REG/PD/DSGU/18/2023 - 06

Registration No \_\_\_\_\_

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: +40256220483

Email: prorektoratdidactic@umft.ro

[www.umft.ro](http://www.umft.ro)

ARACIS - 2027 | IAAR (WFME, EQAR, ENQA) - 2026 | EBA (UK) - 2026

ISO 9001:2015 ISO 45001:2018



*Favourable opinion,*

*Approved,*

DEAN,

BOARD OF DIRECTORS

To

**The Management of the "Victor Babes" University of Medicine and Pharmacy in  
Timisoara,**

The undersigned, \_\_\_\_\_, country \_\_\_\_\_, student in  
year \_\_\_\_\_, gr. \_\_\_\_\_, academic year \_\_\_\_\_, in the **FACULTY OF** \_\_\_\_\_,  
Study Programme \_\_\_\_\_, on a free / fee-paying basis, please approve my  
**EXTENSION OF SCHOOLING** for medical reasons, during \_\_\_\_\_, for the  
following reasons.

I enclose the following supporting documents: \_\_\_\_\_

Thank you.

Date, \_\_\_\_\_

Signature, \_\_\_\_\_

**SCHOOL SITUATION:**

Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____

Head of faculty secretary,

**THE STUDENT'S FINANCIAL SITUATION:**

PAID - fee for the academic year \_\_\_\_\_

Admin.finance: \_\_\_\_\_

(name, surname, signature)

*The time limit for processing the application is in accordance with the legislation in force* .

**Annex No 7 Form code** UMFVBT-REG/PD/DSGU/18/2023 - 07

*Registration No* ...../.....

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: +40256220483

Email: prorektoratdidactic@umft.ro

[www.umft.ro](http://www.umft.ro)

ARACIS - 2027 | IAAR (WFME, EQAR, ENQA) - 2026 | EBA (UK) - 2026

ISO 9001:2015 ISO 45001:2018





Acknowledged  
Legal Office

APPROVED  
Board of Directors

To

**The Management of the „Victor Babeș” University of Medicine and Pharmacy in Timișoara**

The undersigned, \_\_\_\_\_, student in year \_\_\_\_\_,  
academic year \_\_\_\_\_, Faculty \_\_\_\_\_, study programme \_\_\_\_\_  
\_\_\_\_\_ holder(s) of the ID card series \_\_\_\_\_, no. \_\_\_\_\_,  
PIN: \_\_\_\_\_, residing in the town \_\_\_\_\_,  
str. \_\_\_\_\_, nr. \_\_\_\_\_, bl. \_\_\_\_\_, entrance \_\_\_\_\_, fl. \_\_\_\_\_,  
ap. \_\_\_\_\_, county \_\_\_\_\_, **I request to change the name on the birth certificate submitted initially, as follows: from \_\_\_\_\_ (initial name) to \_\_\_\_\_ (new name).**

Attached:

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

Thank you,

Date:

Signature:

Dean of the Faculty of \_\_\_\_\_ propose for approval,

**Annex No 8**

**Form code** UMFVBT-REG/PD/DSGU/18/2023 - 08

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania  
Tel: +40256220483  
Email: prorektoratdidactic@umft.ro

[www.umft.ro](http://www.umft.ro)

ARACIS - 2027 | IAAR (WFME, EQAR, ENQA) - 2026 | EBA (UK) - 2026

ISO 9001:2015 ISO 45001:2018  
51



Registration No ...../.....

To

**The Management of the „Victor Babeș” University of Medicine and Pharmacy in Timișoara**  
**Faculty of .....**

The undersigned, \_\_\_\_\_, student in year \_\_\_\_\_, academic year \_\_\_\_\_, Faculty \_\_\_\_\_, study programme \_\_\_\_\_, holder of passport number \_\_\_\_\_, no. \_\_\_\_\_, domiciled in the town of \_\_\_\_\_, str. \_\_\_\_\_, no. \_\_\_\_\_, bl. \_\_\_\_\_, entrance \_\_\_\_\_, fl. \_\_\_\_\_, ap. \_\_\_\_\_, county \_\_\_\_\_, **I request that the procedure for issuing a new Letter of Acceptance by the Ministry of Education be initiated, in view of\*:**

- ☐ Change of name in the passport originally submitted
- ☐ Re-enrollment in the year ....., study programme .....
- ☐ Definitive academic mobility
- ☐ Other situations

I attach the following related documents:

- ☐ *Change of name in the passport originally submitted*
  - Official documents showing the new name and on the basis of which another passport was issued (original and one copy or certified translations);
  - Passport with the new name (original and one copy or certified translation);
  - Letter of acceptance initially issued by the Ministry of Education (copy);
  - Other documents (original and copy).
- ☐ *Re-enrollment in the year ..... in the study programme .....*
  - Application for re-registration (copy);
  - Letter of acceptance initially issued by the Ministry of Education (copy);
  - Other documents (original and copy).
- ☐ *Definitive academic mobility*
  - Application for definitive academic mobility (copy);
  - Letter of acceptance initially issued by the Ministry of Education;
  - Other documents (original and copy).
- ☐ *Other statements (original and copy, i.e. certified translations):*  
.....  
.....

Thank you,

Date,

Signature,

Dean of the Faculty of \_\_\_\_\_ forwards the request to the Prorectorate of International Relations.

TEACHING PRORECTORATE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: +40256220483

Email: prorektoratdidactic@umft.ro

[www.umft.ro](http://www.umft.ro)

ARACIS - 2027 | IAAR (WFME, EQAR, ENQA) - 2026 | EBA (UK) - 2026

ISO 9001:2015 ISO 45001:2018