



REGULATIONS GOVERNING THE ORGANIZATION AND CONDUCT OF TEACHING ACTIVITIES WITHIN THE MASTER’S DEGREE PROGRAM

“VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY IN TIMIȘOARA

EFFECTIVE FROM THE 2026–2027 ACADEMIC YEAR

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CAPITOLUL I. GENERAL PROVISIONS

Art.1.

(1) These Regulations define the professional relationships governing academic activities established between students enrolled in master's degree programs and the “Victor Babeș” University of Medicine and Pharmacy in Timișoara (hereinafter referred to as UMFVBT).

(2) The organization and conduct of teaching and professional activities for the operation of master's degree programs at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara are based on the provisions of the national legislation in force regarding higher education, as follows:

1. Higher Education Law No. 199/2023, as subsequently amended and supplemented;
2. Government Decision on the Nomenclature of Fields and Specializations/University Study Programs and the Structure of Higher Education Institutions;
3. Order of the Minister of Education No. 3691/2024 approving the Framework Methodology for the organization and conduct of graduation, bachelor's/diploma, and dissertation examinations;
4. Order of the Ministry of Education No. 3693/2024 regarding the general framework for organizing and conducting admissions to higher education in short-term, bachelor's, master's, and doctoral degree programs;
5. Ministry of Education Order No. 4262/2024 approving the Methodology on Student Academic Mobility;
6. MECTS Order No. 4394/2024 approving the Code of Student Rights and Obligations;
7. Ministry of Education Order No. 5,552 of July 16, 2024, approving the Methodology on the conditions for enrollment of Romanians from all over the world and foreign citizens in accredited state, private, and private religious higher education institutions in Romania;
8. Ministry of Education and Culture Order No. 4156/2020 approving the Regulations on Academic Records in the Higher Education System;
9. The Charter of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara, adopted by the University Senate No. 245/31770/November 22, 2023 (with a legality opinion issued by the Ministry of Education on November 17, 2023), amended and supplemented by University Senate Resolution No. 127/9700/April 28, 2025;
10. Other applicable laws, regulations, and internal decisions relevant to this activity.

Art.2. The “Victor Babeș” University of Medicine and Pharmacy in Timișoara offers master's degree programs in the fields of Medicine, Dentistry, and Pharmacy, in which there are accredited undergraduate degree programs that have received ARACIS accreditation and comply with the Government Decision regarding accredited master's degree fields and programs and the maximum number of students that may be enrolled, issued annually.

Art.3. Master's degree programs provide graduates with a bachelor's degree with:

- the opportunity to deepen their knowledge and develop their skills in the field of their bachelor's degree or in a related field;
- to help those who have earned a bachelor's degree in other fields acquire complementary skills;
- developing scientific research skills.

Art.4. (1) Depending on their specific focus, master's degree programs may be:

- (a) professional master's programs, focused primarily on developing professional skills;
- (b) research-oriented master's programs, focused primarily on developing scientific research skills;
- (c) a teaching master's degree.

(2) The coursework completed in a research-oriented master's program may be considered equivalent to the first year of study in doctoral programs. The research-oriented master's program is offered exclusively as a full-time program and may be organized within doctoral schools.

(3) In accordance with ARACIS requirements, professional master's degree programs lay the groundwork for continuing studies in the third cycle of higher education and for continuous professional development through postgraduate studies; Research-oriented master's degree programs offer opportunities to continue studies at the doctoral level through the recognition of certain master's-level course modules and internships at partner universities.

Art.5.

(1) Master's programs last 1–2 years and correspond to 60–120 transferable credits.

(2) The total cumulative duration of Cycle I—bachelor's degree programs—and Cycle II—master's degree programs—must correspond to the completion of at least 300 transferable credits.

(3) Master's degree programs constitute the second cycle of higher education and culminate at Level 7 of the EQF/CEC and the National Qualifications Framework.

Art.6. Master's programs may be organized with Romanian or an internationally recognized language as the language of instruction, in full-time format, either state-funded or tuition-based.

Art.7. The number of students enrolled in a master's program must ensure the funding of activities specific to that program, with the proviso that, to maintain an appropriate level of educational quality, the maximum number may not exceed 50 students per academic year, and the cumulative total must not exceed the maximum enrollment limit established through the accreditation of the master's degree program.

Art.8.

(1) Teaching positions established in accordance with legal regulations shall be filled by tenured faculty members in higher education as provided by law, holding the rank of full professor, associate professor, or assistant professor, and possessing a doctoral degree.

(2) Among the faculty members teaching in the research-oriented master's programs, at least two must be tenured doctoral advisors at UMFVBT in the field to which the research-oriented master's program belongs.

(3) For each master's program at UMFVBT, there must be at least one full professor and one associate professor who are tenured faculty members at UMFVBT, who hold a doctoral degree, have completed postdoctoral training, are qualified to supervise doctoral students, and/or have recognized and relevant scientific achievements in the scientific field to which the master's program belongs.

Art.9. To develop programs that meet the demands of the labor market, UMFVBT may establish partnerships with businesses, professional associations, and/or public institutions, based on agreements entered into in accordance with legal provisions.

CAPITOLUL II. MISSION AND OBJECTIVES

Art.10.

(1) The mission of the master's degree programs is integrated into the mission of UMFVBT, as stipulated in the University Charter:

(a) the initial and continuing training of qualified and highly qualified human resources in the field of health, in accordance with European and international standards and in line with the current and future needs of the national healthcare system;

(b) promoting scientific research aimed at advancing medical and pharmaceutical sciences;

(c) participation in scientific and cultural development in the field of life sciences.

(2) The mission of the master's degree programs takes into account graduates' employment opportunities in the labor market, future developments in the field, opportunities for continuing studies at the doctoral and postgraduate levels, as well as the interests of master's students.



(3) The mission of the master's degree programs is to train specialists and researchers who possess professional, cross-disciplinary, and interdisciplinary skills and competencies in their field of study, enabling them to work in public institutions, in economic entities in line with the demands of the socio-economic environment, to participate in research programs, and to continue their education by enrolling in doctoral and postgraduate programs.

(4) The mission of professional master's programs is to train competitive specialists through:

- (a) in-depth knowledge of a specialized field and, within that field, the theoretical, methodological, practical, and scientific developments specific to the program and discipline (Medicine, Dentistry, and Pharmacy);
- (b) applying specialized knowledge to interpret and explain new situations specific to the health field, within broader contexts related to the field;
- (c) solving new theoretical and practical problems in situations that are not fully defined conceptually or methodologically;
- (d) engaging in critical and constructive reflection;
- (e) developing professional and/or research projects in the field of health or related fields that support its development, using a range of quantitative or qualitative methods in innovative ways;
- (f) acquiring the knowledge and skills necessary to effectively promote health from the perspective of the new specialist;
- (g) the ability to use specific communication languages when interacting with patients, other team members, and other specialists in the field or related fields.

(5) The mission of the scientific master's programs is to train competitive graduates and specialists through:

- (a) systematic, advanced knowledge of concepts, research methods, controversies, and new hypotheses specific to the field; communication with specialists in related fields;
- (b) skills in working independently and as part of a team, including activity planning and time management, the ability to design and carry out experiments and innovations; practical laboratory skills and the use of advanced analytical techniques, and an awareness of practical applications as an effective learning method;
- (c) the ability to design and write a research report or scientific study by correlating the results of professional work with specialized information;
- (d) knowledge of and adherence to the rules of professional ethics and conduct;
- (e) the ability to initiate and innovatively develop complex theoretical and practical projects, to evaluate them critically and constructively, and to identify the field's priorities in terms of both knowledge and application, which may subsequently be completed by continuing them in a doctoral program.

(6) The objectives of the master's degree programs are:

- (a) to train highly qualified professionals and researchers in the field of master's-level academic studies;
- (b) to continuously and interactively adapt the educational offerings in accordance with the requirements of the labor market and the National Qualifications Framework;
- (c) to ensure predictability in the academic and professional careers of master's students and to support their personal development;
- (d) ensuring the quality of the teaching and scientific research processes within master's programs and enhancing their national and international prestige and visibility;
- (e) ensuring a teaching, learning, and assessment process centered on the student's needs, to ensure that the student acquires the competencies and skills specified in the master's program;
- (f) promoting interdisciplinarity within the master's degree program;
- (g) providing the support services necessary for skills development;
- (h) promoting scientific research by directly involving master's students in the higher education institution's research projects and organizing scientific events to disseminate the research results of master's students.



CAPITOLUL III. INSTITUTIONAL ORGANIZATION AND OPERATION

Art.11. UMFVBT organizes master's degree programs in accordance with the relevant government decision, in fields where there are accredited undergraduate degree programs and for which accreditation has been obtained from the Romanian Agency for Quality Assurance in Higher Education (ARACIS).

Art.12. A master's degree program may operate with a minimum of ten (10) students.

Art.13.

(1) Each master's degree program is led by a program coordinator, who is a tenured faculty member of the university and a course instructor in that program.

(2) **The coordinator of the master's degree program** is nominated by the dean of the faculty in which the master's degree program is housed and approved by the University Senate upon approval of the program or as appropriate.

(3) The master's program coordinator has the following responsibilities regarding the program they oversee:

- directly participates in:
 - o the preparation of the master's program evaluation/accreditation dossier and the quality self-evaluation report;
 - o developing the curriculum;
 - o ensuring academic quality with regard to the detailed course syllabi;
 - o drawing up the staffing plans;
- coordinates
 - o the admissions process;
 - o conducting teaching activities;
 - o scheduling exams;
 - o supervising dissertation examinations;
- chairs the admissions committee and the dissertation defense committee;
- is responsible for scheduling and ensuring the quality of teaching activities and oversees their full implementation;
- approves dissertation topics and monitors the scientific quality of dissertations;
- represents the master's degree program in dealings with the faculty and university administration, as well as with the socio-economic environment.

(4) The faculty member coordinating or responsible for the master's program ensures that the study programs in the field are aligned with ARACIS regulations.

Art.14. Faculty deans have the following responsibilities:

- They coordinate the organization and conduct of the admissions process at the faculty level.
- Ensure the development and implementation of the curricula for master's degree programs, in accordance with legal provisions;
- Approve the staffing schedules and teaching load allocations for master's degree programs, in accordance with the provisions of the UMFVBT Charter, and monitor the fulfillment of the prescribed academic activities;
- **Participates in establishing the professional and cross-disciplinary competencies associated with master's degree programs;**
- **Monitors ongoing activities for master's degree programs conducted within the faculty;**



- Signs diplomas, certificates of final results regarding the completion of studies by master's students, diploma supplements, and student registration records (as applicable), in accordance with legal provisions;
- Performs other duties as determined by the Faculty Council, the Board of Trustees, and the University Senate regarding the master's degree programs offered at UMFVBT.

CAPITOLUL IV. ADMISSION TO MASTER'S DEGREE PROGRAMS

Art.15.

(1) Admission of applicants to master's degree programs is based on an entrance examination, the annual regulations for which are established by a resolution of the University Senate, in accordance with university autonomy and in compliance with applicable legal provisions.

(2) UMFVBT implements a transparent student recruitment and admission policy, which is publicly announced at least 6 months prior to its implementation.

(3) The admission exam is based exclusively on the candidate's academic competencies and does not apply any discriminatory criteria.

Art.16.

(1) The admission exam is held annually for each individual degree program in a single session, the dates of which are established by UMFVBT's own regulations approved by the University Senate.

(2) The date and specific conditions for administering the admission exam for each individual degree program are made public at the institution's headquarters and posted on the university's website at least 6 months before the exam takes place.

Art.17.

(1) **Only** graduates holding a bachelor's degree from a bachelor's degree program organized in accordance with Law No. 288/2004 on the organization of university studies, as subsequently amended and supplemented, graduates holding a bachelor's degree or equivalent from long-term university studies, organized in accordance with Law No. 84/1995, as republished with subsequent amendments and additions, as well as graduates of programs completed abroad and recognized by the relevant department within the Ministry of Education and Research as being at least equivalent to a bachelor's degree.

(2) According to the law, applicants may apply for admission to a master's degree program in a given field regardless of the field in which they earned their bachelor's degree, provided that the program description for the master's degree program explicitly states which bachelor's degree programs the master's program in question is intended for.

(3) Applicants to professional master's programs must hold a bachelor's degree in fields related to the program they are applying for, as defined by the admission requirements; applicants to research-oriented master's programs must hold a bachelor's degree in the core field to which the master's program belongs, as defined by the admission requirements.

(4) Any person eligible to participate in the admissions process for master's degree programs may enroll, only once, in a single master's program funded by the state budget.

(5) A person who has been admitted to a master's degree program has the status of a student and is generally referred to as a master's student for the entire duration of the second cycle of university studies.

(6) Graduates of 5- or 6-year bachelor's degree programs who studied in a state-funded position may be admitted to a master's degree program **only on a fee-paying basis in lei**, in accordance with current legislation.

Art.18.

(1) The application file for the admission competition must be prepared in accordance with the specifications of the **Regulations for Admission to Master's Degree Programs**.

MASTER'S DEGREE PROGRAM

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- (2) For admission to all master's degree programs taught in Romanian, citizens of the European Union, the European Economic Area, and the Swiss Confederation, as well as citizens of third countries, are required to demonstrate proficiency in the Romanian language by submitting a certificate of linguistic proficiency in Romanian issued by institutions authorized by the Ministry of Education and Research. As an exception, for Romanian citizens who have completed their bachelor's degree in an internationally recognized language or in a language of a national minority, certification of oral communication skills in Romanian is provided by the high school diploma.
- (3) Citizens of the European Union, the European Economic Area, and the Swiss Confederation may participate in the admissions process under the same conditions provided by law for Romanian citizens, including with regard to tuition fees
- (4) Citizens of the European Union, the European Economic Area, and the Swiss Confederation who hold a bachelor's degree obtained in a country other than Romania must submit, upon registration for the admission exam, a Certificate of Recognition of Studies issued by the relevant department within the Ministry of Education and Research.
- (5) Romanian candidates from anywhere in the world are automatically allocated spots in master's degree programs, under the conditions established by the Ministry of Education and Research.
- (6) Applications from citizens of the European Union, the European Economic Area, and the Swiss Confederation, ~~as well as~~ from foreign nationals (from third countries), Romanian citizens residing anywhere in the world, or Romanian citizens who hold a bachelor's degree obtained abroad, must be approved in advance by the Office of International Relations.
- (7) Citizens from non-EU countries (countries that are not members of the European Union, the European Economic Area, or the Swiss Confederation) and Romanians worldwide may be enrolled in the second cycle of master's degree studies if they meet the conditions set forth in MEC Order MEC No. 5552/2024 approving the Framework Methodology regarding the conditions for enrollment of Romanians worldwide and foreign citizens in accredited state, private, and private religious higher education institutions in Romania, as well as the regulations for admission to master's degree programs.
- (8) The study programs for which candidates may enroll to study under the CPV system or on a fee-paying basis in lei, as well as the enrollment quotas, are approved by the University Senate.
- (9) Information regarding enrollment procedures and required documents will be posted on the university's website, www.umft.ro.
- (10) Roma candidates are guaranteed a certain number of state-funded spots, in accordance with the law, the Order of the Ministry of Education and Research regarding the allocation of enrollment quotas for master's degree programs for the purpose of admission, and these Regulations. The option for Roma candidates to apply for these separate spots excludes their ability to apply for the other spots available in the competition, whether state-funded or tuition-based.

CAPITOLUL V. RIGHTS AND OBLIGATIONS OF MASTER'S STUDENTS

Art.19.

- (1) A person who has been admitted to a master's degree program has the status of a student and is generically referred to as a master's student for the entire duration of the degree program.
- (2) A person is considered a master's student at the university if they cumulatively meet the following conditions:
- is admitted to the program;
 - is enrolled in the program in accordance with legal provisions;
 - signs a study contract with the university.



- (3) The status of master's student at the University is acquired:
- following an admissions exam, in accordance with legal provisions;
 - through re-enrollment or academic mobility, under the terms of these regulations.
- (4) The status of a master's student at the University is lost:
- upon completion of the degree program;
 - upon withdrawal from studies;
 - upon expulsion.

Art.20.

- (1) Master's student status is attested by a current, stamped student ID card.
- (2) Presentation of the student ID card at exams is mandatory.
- (3) If a master's student loses their student ID card, a duplicate will be issued for a fee.

Art.21. A master's student has the following rights:

- a) to participate in the educational and professional training activities set forth in the curriculum;
- b) to be part of the university community, in accordance with the applicable legal provisions;
- c) take exams and other forms of assessment of acquired knowledge during the scheduled exam periods;
- d) to take, during scheduled examination periods, the final exams required for graduation;
- e) use the facilities allocated to the educational process in good faith;
- f) receives free assistance and complementary services, within the limits of the applicable regulations;
- g) enjoy freedom of expression, subject to legal limits;
- h) benefit from the provisions of the Transferable Credits Regulation and the Scholarship Award Regulation;
- i) students enrolled in fee-paying programs are entitled to housing in a dormitory, subject to the remaining available capacity after state-funded students have been accommodated;
- (1) j) are entitled to all the rights, benefits, and opportunities established by applicable law, by *the Code of Student Rights and Obligations* adopted by the University Senate, in accordance with the provisions of Law No. 199/2023, as subsequently amended and supplemented, and with the provisions of Ministry of Education Ordinance No. 4394/2024, as well as with the regulations adopted by the university's governing bodies. M.E. No. 4394/2024, and the regulations adopted by the university's governing bodies.

Art.22. Master's students have the following obligations:

- a) to submit, upon signing the contract, the original bachelor's degree diploma and the diploma supplement/certificate of graduation, if the student is enrolled in a state-funded program. Failure to submit the required original documents, through the student's sole fault, within the established deadline will result in the loss of the state-funded spot;
- b) fulfills the obligations assumed under the university studies contract and any other contracts entered into with the University;
- c) fulfills all tasks assigned to them in accordance with the curriculum and course syllabi, namely: the student must earn a minimum of 45 credits for the academic year in order to advance to the next academic year;
- d) complies with the law and all regulations adopted by the University's governing bodies, particularly those relating to academic discipline and ethics;
- e) notify the university administration of any situation that could result in a change in their status as a state-funded or fee-paying student;
- f) pay the tuition fee and other fees established and published annually by the University in the amount, manner, and by the deadline set forth in *the Regulations on Tuition Fees and Other Fees*, approved by the University Senate;
- g) pay, in the event of withdrawal or interruption of studies, the full tuition fee for the current academic year; tuition fees are non-refundable;

- h) not to request a refund of fees paid in the event of dismissal or transfer to other institutions of higher education;
- i) complete and sign the addendum to the university study contract at the beginning of each academic year, within the deadline set by the University administration;
- j) consent to the processing of personal data proving their status as an enrolled student in order to receive health insurance without paying premiums and to travel free of charge on domestic railways in all categories of trains, second class, throughout the calendar year, regardless of distance or travel routes, in accordance with applicable legal provisions;
- k) consents to the processing of personal data for the purpose of exercising the rights granted by student or graduate status, throughout the duration of their studies and upon completion of their studies;
- l) is informed that students' personal data is reported by name to the Ministry of Education and Research and through UEFISCDI;
- m) signs, whenever required, a *Notice of Information* regarding the processing of personal data;
- n) is aware that the trafficking and use of narcotics, hallucinogens, and ethnobotanicals are prohibited on the dormitory and university premises;
- o) is aware of and complies with the University's regulations and accepts any amendments made thereto during the term of this contract. Amendments and additions to the regulations will be communicated via the University's website;
- p) other obligations set forth in the *University Code of Student Rights and Obligations* adopted by the University Senate, in accordance with the provisions of Law No. 199/2023, as subsequently amended and supplemented, and with the provisions of Ministry of Education Order No. 4394/2024.

CAPITOLUL VI. RIGHTS AND OBLIGATIONS OF FACULTY MEMBERS

Art.23. In addition to the rights and obligations arising from current labor legislation, the teaching staff at UMFVBT have professional and administrative rights and duties that stem from *the University Charter, the Code of Ethics and Professional Conduct, the University's Internal Regulations, the Rules of Organization and Functioning (ROF)*, and the individual employment contract.

Art.24. Faculty members are entitled to the following **rights**:

- (a) to develop and improve professionally;
- (b) to use UMFVBT's facilities and resources to fulfill their professional obligations;
- (c) to freely choose their scientific research topics within their field of expertise, in accordance with academic freedom and in compliance with ethical, professional, and legal standards;
- (d) to publish, communicate, and discuss research results, both within UMFVBT and outside it, in compliance with the provisions of research agreements/contracts regarding intellectual property rights and the declaration of affiliation with UMFVBT;
- (e) to be promoted hierarchically, in accordance with legal provisions and minimum national standards, as well as the University's standards established by the Senate;
- (f) to actively participate in the teaching, scientific, and decision-making processes;
- (g) to participate in the management of UMFVBT's organizational structures;
- (h) to elect and be elected to leadership positions, without any discrimination, except in cases where the law provides for special eligibility criteria;
- (i) to challenge any decision through the appropriate channels, as well as in court;
- (j) to freely express their opinions within the university community by virtue of academic freedom in teaching and research, in accordance with academic quality standards;

- (k) to join trade unions, professional, cultural, national, and international associations and organizations, as well as legally constituted political organizations, in accordance with the provisions of the law;
- (l) to receive, under the conditions provided by law, salary supplements and other material benefits for additional work performed;
- (m) to receive qualified and high-quality medical and pharmaceutical care, provided free of charge and in a collegial manner by the University's specialists;
- (n) to have their intellectual and industrial property rights guaranteed in accordance with applicable law and the provisions of *the Code of Ethics and Professional Conduct*;
- (o) to publish studies and articles in the University's journals and to publish works related to the teaching process through the University Press;
- (p) to apply for national and international grants;
- (q) to retain their teaching position, subject to the law;
- (r) to participate in the competition for merit-based promotion;
- (s) to take annual leave, in accordance with the law;
- (t) to take unpaid leave, in accordance with the law;
- (u) not to be disrupted during the conduct of teaching activities by any university or public authority, except in emergency situations; the teaching evaluation process is not considered a disruption.

Art.25. During teaching activities:

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

(2) The reproduction, in any form, of recordings of teaching activities by students or other persons is permitted only with the written consent of the respective instructor.

Art.26. All members of the university community enjoy freedom of thought, conscience, expression, association, and movement, and have the right to exercise their duties without any discrimination.

Art.27. Faculty members have **the** following **obligations**:

- (a) to fully and optimally fulfill the professional duties set forth in the job descriptions and position statements
- (b) to manage the time allotted for the course, practical work, or seminar they lead in a fair manner
- (c) to comply with the provisions of the University Charter and the university's own regulations developed on the basis thereof;
- (d) to carry out the professional tasks assigned to them by their superiors;
- (e) to participate in the general meetings/assemblies of the department/faculty/University, as this constitutes a job responsibility;
- (f) to adhere, under all circumstances, to professional ethics and standards of conduct;
- (g) to mention their affiliation with UMFVBT in connection with professional and scientific achievements presented in Romania and abroad;
- (h) to support the University's programs;
- (i) to participate in the research programs/projects of the disciplines/departments to which they belong;
- (j) to maintain confidentiality regarding the activities, discussions, or decisions of the various management structures or committees of which they are members;
- (k) to conduct periodic self-evaluations in accordance with internal procedures and in compliance with the law;
- (l) to undergo periodic medical examinations, in accordance with the law;
- (m) to participate in the organization and administration of admission, bachelor's degree, and residency exams, or their simulations, when requested.



CAPITOLUL VII. ORGANIZATION OF THE TEACHING PROCESS

Art.28.

- (1) The teaching process within master's degree programs is student-centered, while ensuring that the curriculum is aligned with ARACIS standards, the National Qualifications Framework, and similar plans and programs in other European Union member states.
- (2) Master's degree programs are conducted based on syllabi reviewed by the faculty administrations and the Board of Trustees and approved by the University Senate.
- (3) The curriculum must include in-depth courses and synthesis courses, as well as advanced knowledge courses, with content and applied activities consistent with the university's mission and designed to ensure an interdisciplinary approach to study, in order to lay the groundwork for graduates' entry into the labor market.
- (4) The curriculum includes lecture hours, hours of applied activities (practical work, seminars, projects), internship hours, and dissertation preparation hours, allocated in accordance with ARACIS regulations.
- (5) The master's program also includes a component of scientific or professional research. The results of scientific research may be utilized through participation in scientific events, publication in the form of scientific articles, and the completion of the master's thesis.
- (6) UMFVBT makes its available human and material resources available to the master's degree programs, thereby ensuring for its master's students an interdisciplinary approach to the activities within the master's degree programs and a flexible educational and research path with multiple options.
- (7) At the end of the master's degree program, students must earn the total number of credits specified in the curriculum of the respective program.
- (8) A course description is prepared for each course, which must include at least the following: learning outcomes, teaching and learning methods, assessment methodology, bibliography, as well as the number of hours and the number of academic credits allocated.
- (9) Course descriptions are drafted by the course instructors, signed by the course coordinator, reviewed by the department chair, and approved by the faculty administration—in accordance with the specific characteristics of the faculties and study programs—and by the University Senate.
- (10) Course descriptions shall be posted on the course bulletin board and, respectively, on the university's Moodle platform.
- (11) Course descriptions for all courses taught in a department or university clinic during the upcoming academic year shall be submitted centrally in a ZIP file to the faculty deans' offices no later than October 15 of each year.
- (12) The head of the department or university clinic is responsible for verifying, adapting, approving, and centrally submitting the course descriptions. Faculty members are required to submit the proposed course syllabus for the courses they teach to the head of the department/university clinic no later than October 5, inclusive, each year, as well as to upload the course syllabi to Moodle by October 15 of each academic year, inclusive. Faculty members involved in practical activities or clinical rotations participate in the preparation of course descriptions in accordance with the responsibilities delegated by the head of the department or university clinic. For course descriptions where the faculty members involved belong to multiple university clinics, departments, or divisions, a single course description shall be submitted.
- (13) Correspondence regarding course descriptions, both between university departments/clinics and deans' offices and within university departments/clinics, shall be conducted—for traceability purposes—exclusively using institutional email addresses.

(14) Failure to meet the deadline for the centralized submission of all course descriptions will result in the suspension of internal salary indexation for all staff of the university department/clinic until the month of following the University Senate's approval of all course descriptions within the university department/clinic.

VII. 1. Student Registration and Enrollment

Art.29.

(1) For the purposes of enrollment and registration, admitted candidates have the following obligations:

- The obligation to pay the tuition fee in full, within the deadlines set forth in the Regulations Governing the Organization and Conduct of the Admissions Process for Master's Degree Programs at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara and in the Admissions Calendar, **applies only to fee-paying admitted candidates;**
- The obligation to register for the first year at the Master's Studies Office **within the deadline set for confirming the spot.**
- **Candidates admitted to a state-funded position must submit the following original documents to the Master's Studies Office: their bachelor's degree, a certificate of completion of bachelor's studies,** and the certificate/attestation of recognition of the bachelor's degree. Failure to submit the original bachelor's degree diploma, certificate, or certificate of recognition of the bachelor's degree—due solely to the fault of the admitted candidate—within the deadline established by these Regulations will result in the loss of the state-funded place.

(2) Enrollment of students who are citizens of the EU, EEA, and Switzerland, as well as foreign students (from third countries) and Romanians residing abroad, who have been admitted to master's degree programs taught in English or Romanian, shall take place within the timeframe specified in the Admissions Calendar, which is approved annually.

(3) In exceptional cases, with the approval of the Board of Directors of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara, the enrollment of admitted foreign (non-EU) candidates who have obtained a letter of acceptance issued by the Ministry of Education and Research may take place until the end of the first semester of the current academic year.

(4) The documents submitted by students who are EU/EEA/Swiss citizens, foreign nationals, and Romanians living abroad will be reviewed by the university's Vice-Rector's Office for International Relations, which will issue a preliminary approval for provisional enrollment and will issue the Decision (Order) of admission to studies, approved by the Rector of UMFVBT.

(5) The Office of the Vice Rector for International Relations is responsible for ensuring compliance with the deadline for submitting original academic documents (along with copies and certified translations) for the students referred to in paragraph (2), and must forward the original academic documents to the Deans' Offices within the timeframe specified in the notarized statement submitted by the student upon enrollment. If this deadline cannot be met, the secretariat of the Vice-Rector's Office for International Relations shall send a written notification to the Deans' Offices, specifying the new proposed deadline for submitting the original documents. The Office of the Vice Rector for International Relations is responsible for maintaining records of *provisional certificates regarding studies abroad* for EU citizen students and for handling the procedures to obtain *(final) certificates regarding studies abroad*.

(6) The enrollment of students declared admitted following the admissions competition is carried out by decision of the Rector of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara, following payment of the tuition fee for students admitted to fee-paying spots, and upon signing the university study contract, in accordance with **the Operational Procedure regarding student enrollment and the completion of the student registry at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara.**

MASTER'S DEGREE PROGRAM

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(7) In order for the Enrollment Decision to be issued, students who are citizens of the EU/EEA/Switzerland, foreign nationals, and Romanians residing abroad must personally submit to the faculty secretariat, within the deadline set for student enrollment, the Decision (Order) of Admission to Studies, accompanied by copies of the following documents:

- the letter of acceptance (for self-funded students)/the certificate of equivalence for the high school diploma (for students from the EU, EEA, and Switzerland)/the personalized order issued by the Ministry of Education/the approval of enrollment (for students receiving Romanian government scholarships);
- a certificate of proficiency in Romanian (for those studying in Romanian), or a certificate of passing the English language test/proof of English language proficiency, for those studying in English;
- certified copies of official documents proving exemption from the language test, where applicable;
- proof of payment of the registration fee;
- proof of payment of the tuition fee;
- a copy of the passport or national ID card.

(8) Upon approval of enrollment, students are entered into the Unified Student Registry (RMU) under a unique number, valid for the entire duration of their studies in the major(s)/program(s) to which they have been admitted.

(9) A candidate may be admitted and enrolled as a student in no more than two study programs simultaneously, regardless of the educational institutions offering them.

(10) After enrollment, the Master's Degree Program Office generates and posts the final lists of candidates who have been admitted and enrolled.

Art.30. (1) Enrollment of students in the second year of study is carried out by completing and signing the Addendum to the Master's Degree Program Contract, **within a maximum of 30 days** from the start of each academic year.

(2) At the beginning of each academic year, enrollment is based on the academic performance from the previous academic year, with the requirement that students have earned the minimum number of credits necessary to advance to the next academic year.

(3) To enroll in the second academic year, students must appear in person or through student representatives at the faculty office during office hours: Monday through Friday, from 12:00 PM to 3:00 PM, with the following documents:

- The addendum to the Master's Degree Program Agreement, completed and signed, in two copies;
- A medical certificate issued by the student's primary care physician; for international students, the medical certificate must be issued by a physician at the UMFVBT Medical Office;
- Student ID card;
- Public transportation pass;
- The original and a copy of the bachelor's degree diploma and diploma supplement (for students who submitted a certificate of completion of their bachelor's studies upon enrollment);
- Residence permit (for non-EU citizens)/registration certificate (for EU citizens);
- A copy of the passport, if it has been renewed due to expiration or other circumstances.

(4) Students who do not enroll for the academic year by the established deadline are automatically deemed to have withdrawn from their student status due to failure to appear and are dismissed for failure to enroll.

(5) Any change in the course of study that contradicts the terms of the initial letter of acceptance—including exceeding the duration of study specified for the program to which the student was admitted—shall be

addressed, at the request of UMFVBT, through the secretariat of the Vice Rector's Office for International Relations, by the Ministry of Education and Research issuing a new letter of acceptance.

Art.31.

(1) Failure to submit the documents required to complete the personal file, or refusal to sign the relevant study contract within the specified time limit, results in the loss of the right earned through the admissions competition.

(2) A student who fails to fulfill their financial obligations in accordance with the provisions of the university's tuition regulations shall be dismissed.

VII. 2. Academic Credits

Art.32.

At UMFVBT, the European Credit Transfer and Accumulation System (ECTS) is used for:

- recording students' academic performance—to assess the accumulation of knowledge;
- calculating students' individual performance and classifying them.

Art.33. At UMFVBT, the implementation of the credit system falls under the purview of the Vice Rector for Academic Affairs.

Art.34. The effective implementation of measures arising from ECTS-based regulations is the responsibility of the academic units directly responsible for coordinating and conducting the educational process at the respective level (bachelor's, master's, doctoral).

Art.35.

(1) The method of applying ECTS to record students' academic achievements is supplemented by specific methodologies for each cycle of university studies. In all university study programs, learning activities are quantified in credits (ECTS), calculated in accordance with the European Credit Transfer System (ECTS) for intra- and inter-university (internal and external) credit transfer and the regulations established by current legislation.

(2) This system ensures student mobility and flexibility in their professional training.

(3) Credits are defined as numerical values assigned to all forms of educational activity—courses, practical work, internships, seminars, etc.—which reflect the average amount of work required **of a student** to master a subject.

(4) The credit allocation system is established by the University administration, following a proposal made by the Faculty administration, in accordance with the specific educational activities.

(5) One credit corresponds to 25 hours of individual work:

a) the standard workload for one academic year is equivalent to 60 credits. One semester typically corresponds to 30 credits;

b) credits do not assess students' competencies and should not be confused with a grade;

c) Credits do not measure the faculty member's work time, but only that of the student;

d) the credits for a course are calculated relative to the total amount of work required to complete an academic year;

e) Credit allocation—each component of the degree program is allocated a certain number of credits from the total number of credits designated for the degree program;

f) Each course is assigned a specific number of credits, based on the amount of work required of the student to achieve the educational objectives of that course;

g) Passing a course means obtaining a minimum grade of 5 (five) or a passing grade.

(6) At UMFVBT, only whole credit units are used, with no fractions.

(7) A course cannot be assigned fewer than one credit unit.

(8) Credits awarded for a course cannot be earned in stages.



(9) Credits do not represent a measure of a course's importance; this is determined by classifying courses as required, elective, or optional.

Art.36.

(1) The required and elective courses in the curriculum for an academic year are credited up to a total of 60 credits.

(2) Compulsory and **selected** elective courses are assigned credits, with the total number of ECTS credits amounting to 60 per academic year, typically distributed equally across the two semesters (30 ECTS credits per semester).

(3) Once selected, an elective course becomes mandatory.

(4) Optional courses taken additionally during an academic year are awarded additional credits and hours, which are recorded only in the diploma supplement.

(5) The student receives the corresponding credit allocation upon successfully passing the course.

Art.37. During an academic year, the credits earned by a student remain valid, unless the student, at their own discretion, waives the grade received in order to have it changed during the re-examination/grade reconsideration session.

Art.38.

(1) Credit earned (awarded) – a credit unit validated by taking and passing the exam for a given course.

(2) Outstanding credit (not awarded) – a credit unit corresponding to a course for which the student has not been validated by passing the corresponding exam.

(3) Advance credit – a credit unit earned under certain conditions set forth in the University's regulations, by studying courses corresponding to a higher academic year than the one in which the student is enrolled; advance credit may be earned only when the student is enrolled in a supplementary year.

(4) Transferred credit – a credit unit earned at an institution other than the home institution or in a different cycle of study, which is recognized by the home institution based on interuniversity agreements and/or the approval of the Academic Equivalency Committee.

(5) Credit accumulation – the total of all credits successfully completed by a student at a given time. Graduation from the degree program is contingent upon the accumulation of all credits required for the program.

(6) Mobility – the right of students to have their transferable credits recognized, in accordance with the law, at other accredited or provisionally authorized higher education institutions in the country or abroad.

(7) Bilateral agreement – a framework document concluded between two institutions for the implementation of a student mobility program using the ECTS.

(8) Mobility Agreement – an educational agreement concluded between the student, the home university, and the host university, which sets forth the obligations of the parties and lists the courses the student agrees to take at the host university.

(9) Equivalency Report – a document certifying the equivalence of studies and the recognition of credits earned by a student as a result of studies completed at another institution and/or as a result of a mobility program.

(10) Transcript of Records – a document certifying the courses taken, grades, and credits earned by a student during a specific period of study.

(11) A course passed in a previous academic year is recognized as having been passed, even if the number of credits assigned to that course changes.

(12) This provision applies accordingly in cases where, following a change to the curriculum, a year-long course is divided into two semester-long courses or a two-semester course is consolidated into a year-long course.

(13) Credits are awarded upon successful completion of the course. The awarding of credits certifies that the workload defined by the number of credit units was completed to achieve the grade obtained on the assessment.

(14) Outstanding Credits:

a) To pass a year of study in a two-year master's program, a student must earn a minimum of 45 credits out of the total 60 allocated per year, provided that **the number of outstanding credits does not exceed 15 credits per academic year.**

b) Successful completion of a master's degree program requires passing all courses and earning the total number of credits specified for the program.

VII. 3. Attendance at scheduled educational activities

Art.39. At UMFVBT, master's degree programs are offered on a full-time basis.

Art.40. Regardless of the source of funding for their studies, students enrolled in full-time programs are required to participate in all types of activities described in the course descriptions included in their respective curricula. Attendance at lectures, practical sessions, seminars, projects, and internships is a requirement for taking the final exam to assess the knowledge acquired during a semester.

Art.41. (1) In exceptional circumstances caused by personal events (marriage, death in the family, the birth of a child), students may, upon request and based on supporting documentation, be exempted from academic activities for a maximum of 5 working days or, in the case of pregnant or postpartum students, for a period determined by the Medical Commission, with justification for the corresponding absences and the opportunity to make up the missed sessions free of charge.

(2) To justify their absences, students shall submit a request approved by the dean of the faculty to the course instructor, accompanied by supporting documents.

Art.42. Records of absences are kept by the course instructor.

VII. 4. Student Evaluation

Art.43.

(1) Examination rules must be known and observed by the entire academic community. In the event of non-compliance, confirmed by DEACE, the exam will be canceled and those responsible will be sanctioned in accordance with the provisions of UMFVBT regulations and applicable law.

(2) Course completion is assessed through an exam or colloquium, as specified in the curriculum.

(3) Examinations may take the form of a written test, an oral exam, a practical test, or another method of assessing knowledge.

(4) The format of the exam is proposed by the course instructors, reviewed by the Department Council, and approved by the Dean of the faculty.

(5) The colloquium is a form of assessment of the knowledge acquired by students and may be held during the week preceding the exam period (without disrupting teaching activities) or during the regular exam period.

Art.44.

(1) For all subjects/courses, there will be a single grading rubric and bibliography, regardless of the number of instructors.

(2) The course instructor informs students of the exam format and specific requirements during the first class session.

(3) Exam grading must be objective and reproducible and must reflect the student's academic performance.

(4) Course materials will be compiled by the department and made available to students by posting them on the moodle.umft.ro platform.

(5) The course topics and practical assignments must be up-to-date and in line with the current needs and standards of medical and pharmaceutical education.

(6) The content of the course textbook, practical assignments, and internships must be known and accepted by all faculty members teaching the respective course, with the course chair bearing responsibility.

Art.45.

- (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 format and the number of questions asked.
- (2) The exam topics will be determined based on the course material, practical assignments, and internships, and will be uniform for the same discipline or subject; the course instructors, the discipline head(s), and the department director are responsible for this.

Art.46. The discipline head will post on the bulletin board the assessment and grading criteria for the theoretical exam (multiple-choice, essay, and/or oral) and for the practical exam (which may also include the evaluation of ongoing work, depending on the specifics of the discipline).

Art.47. The same assessment criteria apply to all students in a degree program.

Art.48. The assessment criteria relate to acquired knowledge, communication skills, or other parameters specific to the discipline.

Art.49. The practical exam will be held during the last week of the semester, during the regular exam period, or, where applicable, at the end of the study module or during the final internship. A maximum of two practical exams may be held in a single day.

Art.50. The exam schedule is determined by mutual agreement among the students, the course instructor, and the teaching assistant, and will be submitted to the faculty dean's office by the course instructor or the students, as appropriate.

Art.51. Exam scheduling in the final years will be done in accordance with the structure of the academic year.

Art.52. Theoretical exams will take the form of **an oral, written (multiple-choice test/essay questions), or mixed-format exam, as proposed by the department chair**. In the case of mixed-format exams, passing both components of the exam is mandatory and a prerequisite for passing the exam.

(1) For exams that include essay questions, the topics are selected by random drawing.

(2) For written exams in the form **of essay questions**, consistency in grading is ensured by the following:

- a) Each student answers the same number of questions.
- b) The time allotted is the same for all students in a degree program.
- c) The question slips are the same for all students in a study program. Questions are not removed, added, or modified from one exam session to the next.
- d) Each question is graded according to a predetermined rubric. The rubric contains the key terms necessary to achieve the maximum score.

(3) The duration of the written exam may not exceed 2 hours for semester-long courses and 3 hours for year-long courses, respectively.

(4) The essay questions and multiple-choice questions will be drawn from the course's single required reading list.

Art.53. Each department shall propose one or more examination committees, which shall be communicated to the dean's office in writing two weeks before the start of the exam session. If the departments fail to submit their proposed committees by the established deadline, the Dean of the faculty shall propose the composition of the committee for the respective course. For well-founded reasons, the Dean of the faculty may intervene and make changes to the committees proposed by the departments.

Art.54. The multiple-choice tests completed by students for each course, the test versions selected for the exam, and a copy of the multiple-choice test with the correct answers will be archived for 3 years at the UMFVBT headquarters.

Art.55.



(1) The weighting of the grades is as follows: the grade on the theoretical exam—50%, and the grade on the practical exam—50%. The practical exam grade may also include, as applicable, the grade for ongoing coursework, which may account for up to 20% of the practical exam grade. Students must earn a minimum grade of 5 on both the practical and theoretical exams to pass the exam.

(2) The final grade is obtained by rounding the final grade (expressed as a fraction) in the student's favor.

Art.56. Some questions may be repeated across different versions of the multiple-choice test, in accordance with the UMFVBT's Methodology for Examining and Grading Students.

Art.57. On the day of the exam, students will draw a set of questions for the multiple-choice test.

Art.58. The duration of the theoretical exam administered as a multiple-choice test is 1 hour for semester exams and 2 hours for year-end exams.

(1) The duration of the theoretical exam administered in the form of essay questions or a mixed format may not exceed 2 hours for semester exams and 3 hours for year-end exams.

Art.59. Simple fill-in-the-blank questions will be marked with an asterisk.

Art.60. Students' knowledge is assessed on a scale of 1 to 10, with a minimum passing grade of 5. The assessment consists of evaluating theoretical knowledge and, where applicable, practical skills.

Art.61. The evaluation and quality assurance committees at the university and faculty levels will conduct spot checks to verify compliance with the provisions regarding student examinations.

Art.62. The following may participate in inspections conducted by the Department of Educational Assessment and Quality Assurance (DEACE): the department director, the program chair, deans, associate deans, and student representatives.

Art.63. The discipline chair and the department director are directly responsible for enforcing the provisions regarding student examinations.

Art.64. (1) Exams may be taken only during exam sessions, which are an integral part of the academic year structure approved by the University Senate.

(2) The academic year structure provides for the following exam sessions: two regular sessions (winter and summer), two make-up sessions (winter and summer), and one re-examination/grade adjustment session (reconsideration of the grade; summer).

VII. 5. Exam Participation

Art.65. Only students who have fully fulfilled their academic obligations during the academic year, met the attendance requirements for instructional activities, and fulfilled their financial obligations to the University are eligible to take exams.

Art.66. (1) Admission to the theoretical exam is contingent upon students' attendance at a minimum of 50% of the courses.

(2) Students with absences exceeding 50% of the classes will be allowed to take the theoretical exam during the make-up session and, respectively, the re-examination session (in the event of non-attendance or failure to pass).

(3) Taking the exam (during the regular, make-up, or re-examination session) is contingent upon students' attendance at a minimum of 80% of the internships/practical assignments or making up absences, in accordance with these regulations.

(4) Absences accumulated by students during internships/practical assignments that exceed the permitted limit (20%) may be made up, for a fee, up to 30% of the total number of hours, during periods established by each course based on its specific requirements, preferably outside of exam periods.

(5) Students enrolled in a supplementary year are required to repeat the internships/practical work/seminars for the course in which they did not pass.

(6) Students who were absent for well-documented medical reasons (hospitalizations, medical certificates countersigned by a specialist physician from the UMFVBT Evaluation Committee) may make up these

absences free of charge, in accordance with the course schedule, provided that the number of absences does not exceed 50% of the total number of hours. Special circumstances are reviewed by the Dean of the faculty, based on the submitted request and supporting documentation.

(7) Students may make up absences, without additional fees, in the following situations:

- participation in national and international conferences, with evidence of active participation (oral presentations or posters) and proof of a certificate of active participation or an abstract published in the conference proceedings as the lead author, based on a prior request submitted to the faculty dean's office;
- participation in workshops or exchange programs, with proof of the student's attendance at the respective event, based on a prior request submitted to the faculty dean's office;
- days off approved by university administration for religious observances;
- exceptional circumstances caused by personal events (marriage, death in the family, the birth of a child) or other force majeure events.

Art.67. (1) A student is entitled to take the exam for a specific course only once during the regular exam session. A student may be permitted to take the exam no more than three times during an academic year, in the following sessions:

- a.** Regular exam session (winter/summer)—corresponding to the semester in which the course was taught;
- b.** Make-up session (winter/summer)—corresponding to the semester in which the course was taught;
- c.** The re-examination session (summer) for failed exams (written exam, practical exam, or both)

(2) A re-examination to reconsider the grade on a passed exam may be requested in writing for no more than three exams from the curriculum of the current academic year, provided that the student has completed all required coursework by the end of the make-up exam session.

(3) The first two exam attempts are free of charge if they take place during the regular exam session or the make-up exam session, respectively.

(4) To take exams during the re-examination session, the student must pay a fee set by the University Senate.

(5) The re-examination session allows students to take up to three failed exams for a third time, including exams missed due to absence.

(6) Attendance at exams during the re-examination session is granted at the student's request, based on an application submitted to the faculty registrar's office at least 2 business days prior to the exam, except in cases where the exam schedule does not allow for compliance with this deadline.

(7) Reexaminations for grade adjustment (reconsideration of the grade) are permitted for no more than three exams from the current academic year and will be held during the session specified in the academic calendar. To be eligible for a retake to change a grade (grade reconsideration), the student must have completed all required coursework by the end of the make-up exam session.

VII. 6. Scheduling and Conduct of the Exam

Art.68. Exams are administered only according to a pre-established schedule.

Art.69. Students are informed of the exam format during the first class. Exam scheduling (during the regular exam session) is determined by mutual agreement between students and the course instructors.

Art.70. Exams are scheduled between 8:00 a.m. and 8:00 p.m. Exams may not extend past 8:00 p.m., regardless of the format. The date, time, and location of the exams are communicated in writing to the Dean's Office by the course instructors and/or students, as appropriate.

Art.71. The exam schedule is determined by the course instructors, in consultation with the students, and posted on the university's website at least one week before the start of the exam period.

Art.72. Each course must offer at least two options per session for students to choose their exam date during make-up and retake sessions.



Art.73. Exams in different subjects may not be taken on the same day. Exams during make-up and retake sessions are exempt from this provision.

Art.74. During regular exam sessions, there must be an interval of at least two days between two consecutive exams.

Art.75. Students may schedule their exam on any day of the session, including Saturdays and Sundays, by mutual agreement with the instructor.

Art.76. Students are required to arrive at the exam at the scheduled time and location, as announced (preferably 10–15 minutes early).

Art.77. Students are admitted to the exam based on their student ID card, which officially certifies their student status, and/or their individual transcript issued by the Dean's Office, in the case of outstanding credits, advanced credits, or make-up exams.

Art.78. During the regular exam session, students must present their student ID card (with a temporary certificate from the Dean's Office) and their national ID card (or passport) to take the exam.

Art.79. Faculty members participating in the examination are required to identify students and verify that the identity on the student ID card matches that in the academic record issued by the Dean's Office.

Students are assigned to the exam room according to the decision of the faculty members supervising the exam.

Art.80. During the exam, students must turn off all communication devices.

Art.81. For specific courses, computers may be used, with the approval of the examining faculty member, when this component is part of the exam.

Art.82. Impersonation during the exam is prohibited and is punishable by expulsion of both the student who was impersonated and the student who impersonated them.

(1) Bags, outerwear, and cell phones must be stored in the locations designated by the supervising instructor, not on or near the students.

(2) Cell phones must be turned off upon entering the exam room and must remain off for the entire duration of the exam.

Art.83. The discovery, during the exam, of electronic devices capable of facilitating communication or accessing data on a student is considered an attempt at cheating, even if the devices in question were not used.

Art.84. Students with hearing impairments who require the use of hearing aids must notify the course instructor of this condition at least 72 hours before the exam. The course instructor has the right to request medical documentation attesting to the student's need for a hearing aid.

Art.85. Students may not leave the exam room until at least 30 minutes after the exam begins.

Art.86. Students must have a pen or pencil and all permitted supplies necessary for taking the exam. Any requests or questions may be made only aloud and only with the permission of the faculty members supervising the exam.

Art.87. Answer sheets must be completed only on the standard forms available at the UMFVBT print shop and distributed to students by the faculty members.

Art.88. During the exam, communication between students is prohibited.

For any type of exam, the last 3 students must remain in the room until all students have finished the exam.

Art.89.

(1) Upon leaving the exam room, students must hand in their written exam and all signed sheets in their possession and sign to confirm they have done so.

(2) During the exam, faculty members may not engage in any activities other than supervising the students.

Art.90. The actual duration of the exam is posted by the faculty members on the blackboard.

Art.91. The final exam grade is recorded in the student's transcript, with the course instructor's signature.



- (1) Attempted cheating (discovery during the exam of phones or other electronic devices that are turned off or not functioning, or of printed or written materials found on or near students without their permission) is punishable by removal from the exam and failure of the exam.
- (2) Cheating (a student being caught in the act of using or consulting the written materials or electronic devices mentioned above, including the identification of working or turned-on cell phones or electronic devices on or near the student) is punishable by expulsion, without the right to re-enroll at UMFVBT.
- (3) The Examination Committee shall notify the UMFVBT Ethics Committee in writing of the exam fraud, for review and resolution. The UMFVBT Ethics Committee shall determine the penalty in accordance with the provisions of these regulations, the UMFVBT Code of Ethics and Academic Conduct, and university regulations; this penalty shall be enforced by decision of the Rector.

Exam Grading

Art.92.

- (1) The exam grade must reflect the student's level of theoretical and practical knowledge.
- (2) UMFVBT applies clear and transparent rules regarding appeals against the assessment of competencies and skills, in accordance with the provisions of these regulations, its own regulations, and applicable legislation.
- (3) In the process of evaluating practical training or scientific research activities, the assessments of the practical training supervisor or scientific advisor from the department where the activity took place are taken into account.

Art.93. The final grade may be the result of a single final evaluation or the arithmetic mean of the exam grade and the grade from the practical exam or other forms of assessment.

Art.94. A course is considered passed if the final grade is at least 5.

Art.95. A passed exam—or a passed theoretical or practical component—is recognized for the entire duration of the student's enrollment in the respective degree program, unless the student voluntarily waives the grade in order to have it changed during the retake session.

Art.96.

- (1) If a student is dissatisfied with the grade received on a passed exam, they have the right to request a re-examination to change the grade, subject to a fee.
- (2) A re-examination to change the grade on a passed exam may be requested in writing for no more than three exams from the curriculum of the current academic year, provided that the student has no outstanding exams at the end of the make-up exam session.
- (3) The grade obtained following the re-evaluation to change the grade is final and may result in an increase in the grade, a decrease in the grade, or a failure to pass the exam with the loss of the corresponding credits.
- (4) If the student does not appear for the exam, even though there is a written request from the student for a retake to change the grade, the previously obtained grade stands.
- (5) If a student takes only one part of the exam and withdraws from the other part, the exam is considered failed, resulting in the loss of the corresponding credits.

Art.97. Exam results are communicated to the student immediately or within a maximum of 48 hours after the exam is administered, and must be recorded in the exam register and in the student's transcript.

Art.98. The completed and signed exam register is submitted to the faculty registrar's office against a signature by a member of the examination committee or a representative of the course, no later than the second day after the completion of the make-up exam session (in the case of the winter session) or the re-examination/grade adjustment session (in the case of the summer session).

Art.99.



- (1) Students have the right to view their exam papers and receive explanations regarding their grades within 24 hours of the results being announced. To this end, the course instructor is required to set a time frame during which students may review their exam papers.
- (2) Students who, after reviewing their own papers, believe they have been treated unfairly may appeal the exam result.
- (3) An appeal filed by a student may pertain only to their own results.
- (4) Student appeals regarding the conduct of exams, the grading process, or exam results must be submitted to the faculty registrar's office within 24 hours of the results being announced.
- (5) If it is determined that the exam was conducted improperly or that the student was graded incorrectly, the Dean of the faculty may annul the exam result and order a new exam to be administered by a committee proposed by the Dean, consisting of three faculty members, in accordance with the examination procedures established for that course. Third, under these circumstances, this does not reduce the total number of attempts available to pass an exam.
- (6) The response to the appeal shall be communicated in writing to the student, the faculty member involved, and the department chair within 24 hours of its submission.

VII. 7. Passing Exams and Advancing from One Academic Year to the Next

Art.100.

- (1) Passing a master's degree program requires passing all courses and earning the total number of credits (60 or 120 credits, respectively) specified for each program.
- (2) Students who have not earned the total number of credits required to graduate from the program—60 credits or 120 credits—may continue their studies for an **additional year, upon signing a new study contract**.
- (3) The minimum passing grade is 5 (five), for both the practical and theoretical exams.
- (4) A passed exam, even if the student does not pass the course, will be recognized throughout the duration of their studies.
- (5) Grades lower than 5 require the exam to be retaken in a future session.

Art.101. An exam passed in a previous academic year is recognized as passed, even if the number of credits assigned to that course changes. This provision applies accordingly in cases where, following a change to the curriculum, a one-semester course is divided into two one-semester courses or a two-semester course is consolidated into a single one-semester course.

Art.102.

During the years of a master's degree program, the student's academic status may be:

1. **FULLY PASSED**, if the student has earned all 60 credit units specified in the curriculum;
- (a) **PASSED WITH OUTSTANDING CREDITS**, if the student has earned at least 45 credits out of the total 60 credits specified in the curriculum, in the case of two-year master's degree programs (120 credits);
2. **FAILED**, if the student has not earned the 60 credits per year (for one-year master's degree programs), or if the student has not earned at least 45 credits per year or the 120 credits specified in the curriculum, in the case of two-year master's degree programs (120 credits);
In this situation, the master's student is entitled to enroll in a **supplementary year**.
3. **DISMISSED, under the following conditions, in accordance with Sections VII.15 and VII.16 of these regulations:**
 - if the master's student has not earned the 60 credits specified in the curriculum, has not fulfilled their financial obligations, and has not submitted an application to enroll in a supplementary year (in the case of one-year master's degree programs);

– if the master’s student has not earned at least 45 credits per year or the 120 credits specified in the curriculum, has not fulfilled their financial obligations, and has not submitted an application for enrollment in an additional year (in the case of two-year master’s degree programs);

VII. 8. Extension of the period of study

Art.103.

The student is required to complete their studies within a period not exceeding twice the standard duration of the program in which they are enrolled, with this period calculated from the date of enrollment, taking into account any periods of interruption (suspension of student status), withdrawal, or dismissal (termination of student status).

VII. 9. The supplementary year

Art.104.

(1) Students who have not earned at least **45 credits out of the total 60 allocated per year (the maximum number of outstanding credits is 15 per academic year)**, which are required to advance to the next academic year, may continue their studies during a **supplementary year, upon signing a new study contract**.

(2) The supplementary year is a repeat year with the possibility of earning up to 30 credits in advance.

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

Art.105.

(1) During their studies, a student may be enrolled in a supplementary year without exceeding twice the normal duration of study for the program in which they are enrolled.

(2) If the student does not pass the supplementary year, they will be dismissed with or without the right to re-enroll, as applicable.

Art.106.

(1) The application for enrollment in the supplementary year must be submitted in writing to the faculty registrar’s office after the end of the exam session or no later than 10 business days before the start of the academic year; otherwise, the student will be dismissed for failure to enroll.

(2) During the supplementary year, the student pays tuition proportional to the number of outstanding credits, but not exceeding the equivalent of 60 transferable credits based on the tuition rate for the academic year in which the student enrolls. “Outstanding credits” refers to all credits that remain outstanding and have not been earned as of the date of enrollment in the supplementary year, in accordance with the Regulations on Tuition Fees and Other Charges.

(3) For international students (non-EU citizens) studying at their own expense, the tuition fee for the supplementary year will be equal to the tuition fee for the academic year in which they enrolled, in the amount set by the University Senate.

(4) Students enrolled in the supplementary year are not eligible to receive a scholarship.

(5) A student enrolled in a make-up year who is dissatisfied with a grade received on a passed exam from the year they are repeating has the right to retake the course, in accordance with the structure of the academic year.

Art.107.

(1) Students who do not earn the credits required to advance to the next academic year and are enrolled in a make-up year must meet the requirements of the curriculum for the class with which they are resuming their studies.

(2) During the supplementary year, the student’s academic obligations are limited to the courses in which they did not pass and to any new courses, in the event of a change to the curriculum.

(3) For students enrolled in a make-up year, grades will be recorded for each course, and credits earned for courses passed in the previous year—including credits earned in advance—remain valid and will be entered by the faculty registries into the grade ledger.

(4) Students enrolled in the supplementary year must comply with the requirements of the curriculum for the graduating class with which they will complete their studies. In the event of changes, the faculty registries will indicate on the supplementary-year enrollment applications the courses for which students must take make-up exams due to a change in the curriculum. Aligning the academic standing of students enrolled in the supplementary year with the curriculum of their graduating class—by adding or removing courses—may result in a change to their overall grade point average for that year. Make-up exams required due to a change in the curriculum are taken at no cost to the student.

Art.108.

(1) Students enrolled in the supplementary year may choose to complete part of the curriculum for the higher year, thereby earning credits in advance.

(2) Students who request credits in advance during the supplementary year will pay the full tuition fee.

(3) Earning credits in advance for a year of study does not result in a reduction of the tuition fee for that year.

(4) The request to complete part of the curriculum for the next academic year must be submitted to the Dean's Office within the deadline set for student registration.

(5) The request is reviewed by the course instructor and the department chair and approved by the Dean of the faculty. The student is required to submit a copy of the request approved by the Dean to the department from which they are requesting the advance credits, specifying the group with which they will complete the practical work or internships.

(6) The number of credits taken from a higher academic year is limited to 30 units. The total of outstanding credits and those taken from a higher academic year may not exceed 60 in a single academic year.

(7) Advance credits will not be approved for sequential courses if the student has not passed them in previous years.

(8) One week before taking an exam during the exam period, students must request an individual course catalog, which they must present at the exam.

(9) Depending on the schedule of outstanding credits, a student in the supplementary year may participate in coursework and take exams for courses in the immediately following year, with the approval of the course instructor and provided that all academic requirements (class attendance, practical assignments, internships) are fully met.

(10) Any credits earned in advance are not counted toward the credits required to pass the academic year. Credits earned in advance are considered only for the semester or academic year to which the course taken in advance belongs.

VII. 10. Medical Extension

Art.109.

(1) Students who did not advance to the next academic year for medical reasons may be re-enrolled in the same academic year under the following conditions:

a) they were hospitalized for more than 60 calendar days, or

b) were on medical leave for more than 60 calendar days, including at least 20 consecutive days of hospitalization.

(2) To this end, students must submit a request for a medical extension of their studies to the faculty registrar's office, along with supporting documents endorsed by the university's Medical Commission, within a maximum of 10 days after the end of the medical exemption period specified in the medical certificate.

(3) The documents will be reviewed and approved by the Dean and the Board of Directors.

MASTER'S DEGREE PROGRAM

2 Eftimie Murgu Square, 300041, Timișoara, Romania
Tel: 0256295157
Email: masterat@umft.ro



Art.110. Upon resuming their studies, students who have benefited from a medical extension of their studies will resume the same status—whether on a state-funded or fee-paying basis—that they held at the time they requested the medical extension.

Art.111.

(1) State-funded students who have not earned the number of credits required for promotion due to medical reasons will take a supplementary year without financial obligations.

(2) The request to resume studies without financial obligations shall be reviewed by the Dean of the faculty and approved by the Board of Trustees.

Art.112.

(1) A medical extension of enrollment may be granted only once during the entire course of study, for a period of 1 year.

(2) In exceptional circumstances, the University's Board of Trustees may approve an additional medical extension of studies.

Art.113.

(1) During the year of the medical extension of studies, students must meet the requirements of the curriculum for the class with which they resume their studies.

(2) The student's academic obligations are limited to courses in which they did not pass and to new courses in the event of a change in the curriculum.

(3) Grades from exams passed in previous years are recognized.

(4) In the event of changes to the curriculum for newly introduced courses, students will take make-up exams at no cost.

Art.114. If, upon resuming studies, the original bachelor's program no longer exists, the student may opt for a program with similar content. If no such program exists, the University has no obligation toward students in this situation.

VII. 11. Interruption of Studies

Art.115.

(1) A leave of absence may be approved for a period of no more than one academic year during the course of the study program.

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

(3) A request for a leave of absence must be submitted in writing to the registrar's office no later than the start of the second-semester exam period.

(4) The request for interruption is reviewed by the Dean of the faculty and approved by the University's Board of Trustees.

(5) The period during which the student is eligible for tuition-free education, in accordance with applicable law, is not affected by the period for which the interruption of studies has been approved.

(6) Tuition-paying students are required to pay tuition for the current academic year.

(7) Exams passed prior to the date of interruption of studies are recognized.

(8) Students who have interrupted their studies are required, upon resuming them, to fulfill any academic obligations resulting from changes made in the meantime to the curriculum by studying newly introduced subjects and taking make-up exams, without incurring any financial obligations.

(9) This fact must be communicated to the student at the time of the interruption of studies, with a note on the request for interruption stating that the student has acknowledged this information.

(10) If, upon returning, the interrupted program of study no longer exists, the student may opt for a program with similar content. If no such program exists, the University has no obligation toward students in this situation.

(11) Upon the expiration of the leave of absence, the student must submit a request to resume studies at least 10 business days before the start of the academic year; otherwise, the student will be dismissed for failure to enroll.

(12) Upon resuming studies, students will regain the state-funded or tuition-paying status they held at the time they requested the interruption.

(13) Romanian students from anywhere in the world and foreign citizens may take a leave of absence from their studies, beginning in their second year. Regaining their original status is possible only for leaves of absence due to medical reasons, including maternity leave. In all other cases, Romanians living abroad may resume their studies only upon payment of tuition fees in lei, at the rate established for Romanian citizens, while foreign citizens must pay tuition fees in foreign currency, in accordance with university regulations.

VII. 12. Withdrawal from Studies

Art.116.

(1) A student has the right to request withdrawal from studies by submitting an application to the registrar's office, which must be endorsed by the Dean and approved by the University's Board of Trustees.

(2) Tuition-paying students are required to pay tuition fees for the current academic year.

(3) Documents from the student's personal file will be released only upon presentation of the completed settlement statement to the registrar's office.

(4) In the event of withdrawal, reinstatement as a student at UMFVBT occurs only by passing a new admission exam, except in the cases provided for in paragraph 5.

(5) Re-enrollment without an entrance exam may be approved, upon written request by withdrawn students, within a maximum of 5 years from withdrawal from UMFVBT, with the consent of the Dean of the faculty and the approval of the Board of Trustees, by decision of the rector, under the conditions set forth in these regulations regarding re-enrollment. Students who withdrew from the University during their first year of study are exempt from this provision.

(6) The application to regain student status must be submitted to the faculty registrar's office at least 10 business days before the start of the academic year.

(7) Romanian students from abroad and foreign citizens who withdraw from their studies may re-enroll at the same level of study only in tuition-paying spots, with tuition fees payable in lei at the rate established for Romanian citizens (in the case of Romanians from abroad) or in foreign currency (in the case of foreign citizens), in accordance with the university's own regulations. Exceptions are made for medical cases, approved in accordance with the university charter and these regulations.

VII. 13. Withdrawal from School

Art.117.

At UMFVBT, withdrawal from school is defined as:

- failure to enroll within the deadline specified in these regulations.
- withdrawal from studies.

VII. 14. Dismissal

Art.118.

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

- failure to enroll or sign the study contract or its addenda within the deadlines specified by the University's regulations;
- failure to pay tuition within the deadlines set forth in the University's regulations;

- failure to submit the documents required for enrollment and registration to the personal file, specifically failure to present the original bachelor's degree diploma within the deadline set for first-year student enrollment;

- failure to submit an application to resume studies upon the expiration of the study interruption, within the prescribed timeframe;

- violations of academic discipline and ethics and failure to comply with University regulations, upon the recommendation of the Faculty Council and/or the UMFVBT Ethics Committee, by decision of the rector.

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

- exceeding twice the normal duration of study for the program in which the student is enrolled;
- cheating on exams (being caught in the act of using or consulting the written materials or electronic devices mentioned above, including the identification of working or turned-on phones or electronic devices on or near the student);

- serious violation of the rules of social conduct, either on or off campus;

- engaging in actions of any kind (verbal or written) intended to discredit the University or any member of the academic community or to seriously damage its image and prestige;

- breaches of academic discipline and ethics and failure to comply with University regulations, upon the recommendation of the Faculty Council and/or the UMFVBT Ethics Committee, by decision of the rector.

(3) Upon expulsion, the person in question loses their student status, and UMFVBT no longer has any obligations toward them.

(4) In the event of re-enrollment through an admissions exam, previously obtained results are not recognized and cannot be credited at UMFVBT.

(5) The decision to expel a student shall be communicated to the expelled student, the Vice Rector's Office for International Relations (if applicable), the Financial and Accounting Department, the Social and Administrative Department, the Legal Office, and the Entrepreneurship, Website Administration, and E-learning Platforms Service, within a maximum of 30 calendar days from the date of issuance.

(6) Romanian students living abroad and foreign citizens who are dismissed may re-enroll at the same level of study only in tuition-paying spots, with tuition fees payable in lei at the rate established for Romanian citizens (in the case of Romanians living abroad) or in foreign currency (in the case of foreign citizens), in accordance with the university's own regulations. Exceptions are made for medical cases, approved in accordance with the university charter and these regulations.

VII. 15. Re-enrollment

Art.119.

(1) Re-enrollment takes place within the deadline set for student enrollment, upon request, with the approval of the Dean of the faculty and the recommendation of the Board of Trustees, by decision of the rector, subject to the signing of the study contract and payment of tuition.

(2) Students who have been dismissed may be re-enrolled within a maximum of 5 years from the date of dismissal, within the same study program, with the exception of students dismissed during their first year of study and those dismissed without the right to re-enrollment.

(3) UMFVBT students who have withdrawn may be re-enrolled within a maximum of 5 years from the date of withdrawal, within the same degree program, with the exception of students who withdrew during their first year of study.

(4) Students enrolled under Law No. 84/1995 who have been expelled or withdrawn may not be re-enrolled.

(5) Re-enrollment will be on a fee-paying basis for the entire duration of studies, with the original student ID number retained.

- (6) Students shall also pay a re-enrollment fee, as determined by the University Senate.
- (7) Re-enrollment takes place in the academic year corresponding to the number of transferable, equated, or recognized academic credits earned up to the time of withdrawal or dismissal, through the alignment of the curricula.
- (8) Re-enrollment is approved upon passing any required make-up exams, if applicable.
- (9) Permanent academic mobility is not permitted in the academic year in which re-enrollment takes place.
- (10) Individuals who have been dismissed or have withdrawn from other faculties in the country may regain student status only after passing the entrance exam at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara.
- (11) During a degree program, students may be re-enrolled only once.

VII. 16. Student Mobility

Art.120.

- (1) Academic mobility refers to the right of students to have their transferable credits recognized, in accordance with the law, at other accredited or provisionally authorized higher education institutions in the country or abroad, or in other study programs within the same higher education institution.
- (2) Mobility may be domestic or international, and permanent or temporary, for all forms of education.
- (3) Academic mobility is carried out in compliance with legal provisions regarding enrollment capacity and the funding of higher education, in accordance with the university's regulations.

Art.121. The recognition of transferable credits in the case of international academic mobility may be granted by higher education institutions to individuals who provide proof of having completed the mobility period through documents issued by the higher education institution they attended.

Art.122.

(1) Academic mobility may take place at the request of the student or master's student:

- based on inter-institutional agreements;
- only with the consent of the home and host higher education institutions, which must be accredited or provisionally authorized, as applicable.

(2) Inter-institutional approval consists of completing and signing the standard mobility application form provided in the annex to Ministry of Education Order No. 4262/2024 approving the Methodology on Student Academic Mobility as follows:

- the student submits the mobility application to the higher education institution where they wish to study, in order to obtain approval;
- after receiving approval for the mobility, the student requests the mobility from the higher education institution where they are enrolled;
- the higher education institution accepting the mobility first signs the student's mobility application, followed by the institution from which the student is departing;
- The application also specifies the conditions under which the mobility takes place.

Art.123. The conditions under which a student's academic mobility may take place, as well as the general criteria for the recognition and equivalence of studies completed at other higher education institutions abroad, for the master's degree program at UMFVBT are established by the Regulations on Student Academic Mobility, for the bachelor's and master's degree programs at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara.

CAPITOLUL VIII. THESIS

Art.124.

(1) At UMFVBT, master's degree programs culminate in the completion and defense of a dissertation, which must demonstrate advanced scientific knowledge of the topic addressed and contain original scientific research elements aimed at developing and resolving the topic.

(2) At UMFVBT, the dissertation defense is conducted according to a specific methodology, in accordance with the provisions of the Higher Education Law No. 199/2023, as subsequently amended and supplemented, Order of the Minister of Education No. 3691/2024 approving the Framework Methodology for the organization and conduct of graduation, bachelor's/diploma, and dissertation examinations, based on *the Regulations on the organization and conduct of dissertation examinations*.

(3) The dissertation examination consists of a single component, namely, the presentation and defense of the dissertation. The defense of the dissertation may be public and takes place before the evaluation committee.

(4) The purpose of the examination is to assess graduates' ability to apply the knowledge acquired during their studies by preparing a scientific paper addressing specific issues in the medical or pharmaceutical field.

(5) The dissertation defense takes place during the period established in accordance with the organizational methodology approved by an annual resolution of the University Senate.

(6) UMFVBT organizes the dissertation examination, in accordance with the structure of the academic year and the Calendar of Final Examinations, approved by the University Senate, in two sessions, one of which takes place in February of the following academic year, under the same conditions.

(7) In the case of a dissertation by a graduate of a research-oriented master's program:

a) the objectives of the dissertation must be aimed at addressing a specific research topic;

b) the dissertation must demonstrate the master's student's ability to conduct research independently;

c) the practical application of the dissertation focuses on the master's student's ability to implement their own solutions resulting from the research undertaken;

d) The dissertation must include two concluding sections addressing *the limitations of the research and future research directions*.

(8) For the preparation, defense, and successful completion of the dissertation exam, 10 ECTS credits are awarded in addition to those associated with the degree program.

Art.125.

(1) Graduates of the university's master's degree programs may take the dissertation exam if they have passed all scheduled exams, earned all credits in accordance with the curriculum of the master's program they completed, and have prepared and submitted their dissertation on time.

(2) Master's students from previous cohorts who did not take their dissertation exam in the year of graduation may also register for the dissertation exam within **a maximum of 3 years** after graduation, but have completed their academic requirements (credits earned in accordance with the curriculum), upon payment of a fee set in accordance with the provisions of the Regulations on Tuition and Other Fees at UMFVBT.

(3) The registration period and the deadline for submitting dissertation papers are in accordance with the structure of the academic year and/or the Final Examination Calendar.

(4) The dissertation defense is public and takes place in the presence of both the examination committee and the candidate, at the same location and at the same time.

(5) The dissertation defense concludes with the grading of the dissertations on a scale from 1 to 10. The grade awarded for the dissertation will reflect both its theoretical and practical aspects, as well as the candidate's presentation and defense.



CAPITOLUL IX. ISSUANCE OF ACADEMIC DOCUMENTS

Art.126.

(1) Graduates who have passed the dissertation exam shall be issued a master's degree, accompanied by a diploma supplement, within at least 12 months from the date of passing the exam.

(2) Until the diploma is issued, graduates who have passed the final examination shall receive a certificate of completion within 30 calendar days of the date of completion of the dissertation defense. (3) The certificate of completion confers upon the holder the same legal rights as the diploma until the diploma is issued.

(4) In the event of loss or destruction, the issuance of a new certificate shall follow the procedures for issuing duplicate diplomas.

Art.127. The certificate of completion, without a final examination, for university studies certifies the completion of a degree program and is issued upon request to graduates who did not take or did not pass the final examination. It is issued by the institution from which the graduate received their degree and must include the following minimum mandatory elements:

- a) field of study;
- b) the program of study/specialization;
- c) the period of study;
- d) the grade point average for the years of study;
- e) accreditation status or provisional operating authorization, mode of instruction, language of instruction, geographic location, number of credits, and the regulatory act establishing them (Government decision, ministerial order, as applicable);
- f) the number of the ministerial order/letter of acceptance to the program/approval of enrollment/certificate of recognition of studies—for international students;
- g) the title, last name, first name, and signature of the institution's officials in office at the time of completion (rector, chief university secretary, dean, chief faculty secretary) and the institution's seal.

Art.128.

(1) The conditions for issuing academic documents are made public by posting them on the bulletin board of the Academic Records Office, on the UMFVBT website (www.umft.ro), and are outlined in **the Regulations on Academic Documents**.

(2) Upon issuance, the graduate must present the original ID card or passport, which must be valid on the day the academic document(s) is/are issued.

CAPITOLUL X. APPENDICES

Appendix No. 1 - Standard Application Form – Enrollment in the Complementary Year

Appendix No. 2 – Standard Application Form – Leave of Absence

Appendix No. 3 – Standard Application Form – Withdrawal from Studies

Appendix No. 4 – Standard Application Form – Resumption of Studies

Appendix No. 5 – Standard Application Form – Re-enrollment

Appendix No. 6 – Standard Application Form – Extension of Studies for Medical Reasons

Appendix No. 7 – Standard Application Form – Regarding a Change to the Name on the Originally Submitted Birth Certificate

Appendix No. 8 – Standard Application – Regarding the Initiation of the Procedure for the Ministry of Education and Research to Issue a New Letter of Acceptance for Studies.



CAPITOLUL XI. FINAL PROVISIONS

Art.129. (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 Article 27, paragraph 2 of the Higher Education Law, No. 199/2023.

(2) These regulations may be amended only with the approval of the University Senate.

(3) Faculty councils and the Board of Trustees may adopt resolutions detailing certain articles of these regulations, depending on the specific nature of their activities.

(4) In exceptional circumstances (states of emergency/siege, epidemics/pandemics, natural disasters, and other justified situations), the UMFVBT Board of Trustees may decide on the manner in which teaching activities are conducted, based on university autonomy, in accordance with its own procedures.

Art.130. To ensure awareness of the content of these Regulations, they will be posted on the university's website (www.umft.ro), in the “Student Regulations” section.

Art.131. The following regulations and methodologies supplement these regulations:

- The University Code of Student Rights and Obligations;
- Regulations on the Organization and Conduct of the Admission Exam for Master's Degree Programs at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara;
- Regulations on the Awarding of Scholarships at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara;
- Regulations on the Implementation 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 Dissertation Examination;
- Regulations on the management, completion, and issuance of academic transcripts and university documents at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara;
- Regulations on the Amount of Tuition and Other Fees;
- Methodology for the examination and grading of students at UMFVBT;
- Performance criteria and standards for the annual reclassification of students;
- Regulations on the organization and conduct of clinical rotations at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara;
- Regulations on student academic mobility for bachelor's and master's degree programs at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara.

Art.132. Upon the approval of these regulations, any conflicting regulations are hereby repealed.

Art.133. The Senate of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara approved this Regulation at its meeting on June 24, 2026, the date on which it enters into force.

RECTOR,

Prof. Octavian Marius Crețu, Ph.D.

The handwritten signature is affixed to the original version of the document, which is kept in the University Senate's archives. This document has the same legal force as the original.



Appendix No. 1 UMFVBT Form Code—REG/PD/8/2026-01

Registration No. _____

Approved,
DEAN,

To

FACULTY ADMINISTRATION _____

I, the undersigned (a) _____, declared a REPEAT STUDENT in the _____ academic year, _____, at the Faculty of _____, Program of Study: _____, hereby request that you approve my **ENROLLMENT IN THE SUPPLEMENTARY YEAR** _____, **for the academic year** _____, at the Faculty of _____, Study Program: _____.

Thank you.

Date, _____

Student's signature, _____

ACADEMIC RECORD of the student _____, **student ID number** _____:

Year ____/ academic year ____/ _____
Year ____/ academic year ____/ _____
Year ____/ academic year ____/ _____
Year ____/ academic year ____/ _____
Year ____/ academic year ____/ _____
Year ____/ academic year ____/ _____

DIFFERENCE EXAMS established by changes to the Curriculum, according to the graduating class

1. _____
2. _____
3. _____
4. _____

Chief Faculty Secretary, _____

I have acknowledged receipt and received a copy _____
(date and signature)

The deadline for processing the request is in accordance with applicable law



Appendix No. 2 - UMFVBT- REG/PD/8/2026 - 02

Registration No. _____

Approved,

DEAN,

Approved,

BOARD OF DIRECTORS

To

The Administration of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,

I, the undersigned (a) _____, from _____, a student
in my ____th year, class _____, academic year _____, at the **FACULTY OF**
_____, enrolled in the _____, on a tuition-free / tuition-
paying basis, hereby request that you approve **the INTERRUPTION** of my master’s degree studies during
the period _____, for the following reasons: _____

Thank you.

** I acknowledge that, upon resuming my studies, I will fulfill any academic obligations resulting from changes made in the meantime to the curriculum by studying the newly introduced courses and taking make-up exams, without any financial obligations.*

Date, _____

Signature, _____

ACADEMIC STATUS:

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

Chief Faculty Secretary,

STUDENT’S FINANCIAL STATUS:

PAID – tuition for the academic year _____

Financial Administrator: _____

(last name, first name, signature)

The deadline for processing the request is in accordance with current legislation



Appendix No. 3 UMFVBT- REG/PD/8/2026 - 03

Registration No. _____

Approved,

DEAN,

Approved,

BOARD OF DIRECTORS,

To,

THE ADMINISTRATION OF THE “VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND
PHARMACY

“VICTOR BABEȘ” IN TIMIȘOARA,

I, the undersigned (a) _____, country _____, a student in my
_____th year, academic year: _____, class _____, within the **FACULTY OF**
_____, Study program: _____, on a tuition-free /
tuition-paying / CPV basis, hereby request that you approve my **WITHDRAWAL** from the master's degree
program for the following reasons:

At the same time, please issue to me:

- my file containing my personal documents,
- academic transcript,
- the course catalog (check the appropriate box)

Thank you.

Date, _____

Signature, _____

ACADEMIC RECORD:

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

Chief Faculty Secretary,

STUDENT'S FINANCIAL STATUS:

PAID – tuition for the academic year _____

Financial Administrator: _____ (last name, first name, signature)

Recorded in CCOC: _____ (date, first name, last name, signature)

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



Appendix No. 4 - UMFVBT- REG/PD/8/2026 - 04

Registration No. _____

Approved,

DEAN,

Approved,

BOARD OF DIRECTORS,

To

**The Administration of the “Victor Babeș” University of Medicine and Pharmacy
“Victor Babeș” in Timișoara,**

I, the undersigned (a) _____, from the country _____, whose student status has been suspended due to an interruption of studies at the FACULTY OF _____, Study program: _____, hereby request that you approve my **RESUMPTION OF STUDIES** at the Faculty of _____, Study program: _____, in the ____ year, academic year _____, as a tuition-free / tuition-paying student.

Thank you.

Date, _____

Signature, _____

ACADEMIC RECORD of the student _____, **student ID** _____:

Year ____/ **academic year** ____/ _____

Year ____/ **academic year** ____/ _____

Year ____/ **academic year** ____/ _____

Year ____/ **academic year** ____/ _____

Year ____/ **academic year** ____/ _____

Year ____/ **academic year** ____/ _____

DIFFERENCE EXAMS established by changes to the Curriculum:

1. _____
2. _____
3. _____

Chief Faculty Secretary,

The deadline for processing the request is in accordance with current legislation



Appendix No. 5 - UMFVBT- REG/PD/8/2026 - 05

Registration No. _____

Approved,

DEAN,

Approved,

BOARD OF DIRECTORS,

To

**The Administration of the “Victor Babeș” University of Medicine and Pharmacy
“Victor Babeș” in Timișoara,**

I, the undersigned (a) _____, from _____, who was previously dismissed from the Faculty of _____, study program _____, hereby request that you approve my **RE-ENROLLMENT** in the Faculty of _____, study program _____, in the _____ year, academic year _____, as a tuition-free / tuition-paying student.

Thank you.

Date, _____

Signature, _____

ACADEMIC RECORD of the student _____, **student ID** _____:

Year _____ / **academic year** _____ / _____

Year _____ / **academic year** _____ / _____

Year _____ / **academic year** _____ / _____

Year _____ / **academic year** _____ / _____

Year _____ / **academic year** _____ / _____

Year _____ / **academic year** _____ / _____

Chief Faculty Secretary,

DIFFERENCE EXAMS established by the change to the Curriculum: _____

1. _____
2. _____
3. _____

Approved by the Finance and Accounting Department

Financial Administrator: _____ (first name, last name, signature)

The deadline for processing the request is in accordance with current legislation.



Appendix No. 6 - UMFVBT- REG/PD/8/2026 - 06

Registration No. _____

Approved,

DEAN,

Approved,

BOARD OF DIRECTORS

To

The Administration of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,

I, the undersigned (a) _____, from _____, a student in my _____th year, class _____, academic year _____, at **the FACULTY OF** _____, enrolled in the _____, on a tuition-free / tuition-paying basis, hereby request that you approve **an EXTENSION OF MY STUDY PERIOD** for medical reasons, for the period _____, for the following reasons.

I am enclosing the following supporting documents: _____

Thank you.

Date, _____

Signature, _____

ACADEMIC STATUS:

Year of study _____ Academic year _____ GPA _____

Year of study _____ Academic year _____ GPA _____

Year of study _____ Academic year _____ GPA _____

Year of study _____ Academic year _____ GPA _____

Academic year _____ Academic year _____ GPA _____

Year of study _____ Academic year _____ GPA _____

Chief Faculty Secretary,

STUDENT’S FINANCIAL STATUS:

PAID – tuition for the academic year _____

Financial Administrator: _____

(last name, first name, signature)



The deadline for processing the request is in accordance with current legislation .

Appendix No. 7 - UMFVBT- REG/PD/8/2026 - 07

Registration No. /

Approved
Legal Office

APPROVED
Board of Directors

To

The Administration of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara

I, the undersigned, _____, a student in my _____ year,
academic year _____, Faculty _____, degree program _____
_____ holder of ID card series _____, no. _____, CNP: _____,
residing in the town of _____, _____ St., no. _____, bl.
_____, sc. _____, fl. _____, apt. _____, county of _____, ***hereby request a
change of name in the student registry and in the university documents to be issued following this request,
and subsequently in my academic records, as follows: from
_____ (name on the birth certificate originally submitted) to
_____. (new name).***

I am enclosing the following:

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

Thank you,
Date:

Signature:

MASTER'S DEGREE PROGRAM

2 Eftimie Murgu Square, 300041, Timișoara, Romania
Tel: 0256295157
Email: masterat@umft.ro



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

Appendix No. 8 - UMFVBT- REG/PD/8/2026 - 08

Registration No./.....

To,

***The Administration of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara
Faculty of***

I, the undersigned _____, a student in my _____ year,
academic year _____, Faculty _____, degree program _____
_____ holder of passport series _____, no. _____, residing in the town
of _____, _____ St., no. _____, block _____,
building _____, floor _____, apt. _____, county _____, ***hereby request the initiation
of the procedure for the issuance by the Ministry of Education and Research of a new Letter of Acceptance,
given that****

- ☐ The change of name in the passport originally submitted
- ☐ Re-enrollment in the academic year, in the program
- ☐ Permanent academic mobility
- ☐ Other circumstances

I am enclosing the following relevant 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 a copy, along with certified translations thereof);
 - The passport bearing the new name (original and a copy, along with a certified translation thereof);
 - The letter of acceptance originally issued by the Ministry of Education and Research (copy);
 - Other documents (originals and copies).
- ☐ ***Re-enrollment for the academic year in the study program***
 - Application for re-enrollment (copy);
 - The letter of acceptance originally issued by the Ministry of Education and Research (copy);
 - Other documents (originals and copies).

MASTER'S DEGREE PROGRAM

2 Eftimie Murgu Square, 300041, Timișoara, Romania
Tel: 0256295157
Email: masterat@umft.ro

☐

Permanent academic mobility

- Application for permanent academic mobility (copy);
- Letter of acceptance originally issued by the Ministry of Education and Research;
- Other documents (originals and copies).

☐

Other situations (originals and copies, or certified translations):

Thank you,

Date

Signature

The Dean's Office of the _____ forwards the request to the Office of the Vice Rector for International Relations for resolution