



Translation from Romanian into English

**APPROVED
at Senate meeting of
Nicolae Testemitanu SUMPh
minutes no 10 of 04.11.2020**

**REGULATION
on organization and activity of scientific and methodological
Commissions in the field at Nicolae Testemitanu State University
of Medicine and Pharmacy of the Republic of Moldova**

I. GENERAL PROVISIONS

1. This Regulation is based on:
 - ◆ Education Code no.152 of July 17, 2014;
 - ◆ University Charter;
 - ◆ Regulation on organization and activity of the Quality Management Board at Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova, no. 5/15 of 30.08.2017.
 - ◆ ISO 9001: 2015 Standard Quality Management Systems.
2. The Regulation sets up the organization and functioning of the scientific and methodological Commissions in the field (hereinafter Commission), at Nicolae Testemitanu State University of Medicine and Pharmacy (hereinafter University).
3. The Commission is a scientific and methodological consultative body beside the Quality Management Board from the University and the Council of Experts of the Ministry of Health, Labor and Social Protection of the Republic of Moldova, composed of representatives of teaching subdivisions, highly qualified specialists.
4. The composition of the Commission is approved by order of the Rector for a period of 3 years, which can be modified as necessary.
5. The Commission consists of a chairman, a vice-chairman, a secretary and members, with a number varying by specialty, but not more than 25.
6. The members of the Commission shall meet as necessary, but not less frequently than every two months, with the minutes of the meetings, signed by the chairman and the secretary.
7. A meeting of the Commission shall be considered deliberate if at least two-thirds of the total number of Members of the Commission are present.
8. In order to ensure an objective examination of the work submitted for approval, the



Commission shall have the right, if necessary, to call upon the services of other specialists by specialty, on a proposal from the chairman of the Commission.

9. 10 days in advance, the Secretary of the Commission will post the date of the meeting on the University website

II. TASKS OF THE METHODOLOGICAL SPECIALTY COMMISSION

10. The commission has the following tasks:
- ◆ the expertise and approval of monographs, manuals, compendiums, guides, recommendations and guidelines, course supports and other methodological-didactic and instructive-methodical works and their recommendation for review and approval by the Quality Management Board;
 - ◆ examination and expertise of practical guidelines, clinical protocols, medical standards, medical conduct algorithms, etc., submitted by working groups in the fields corresponding to the profile and their recommendation for examination and approval in the MHLSP Expert Council;
 - ◆ quality control of scientific and methodological-didactic products on specialties made within the University and in other institutions with scientific activity in the country at the request of the Expert Council of MHLSP and as the case may be of the Ministry;
 - ◆ evaluation of the theoretical and applied level of scientific and didactic works;
 - ◆ appreciation of the implementation in practice of the scientific results obtained in the institutions that carry out research projects;
 - ◆ discussion and approval of Programs in Residency and Clinical fellowship structured in accordance with established procedures;
 - ◆ discussion and approval of continuing training programs in medicine or pharmacy structured in accordance with set up procedures;
 - ◆ discussion of necessity of modifying and introducing in the Plan of compulsory, optional, and free-choice disciplines in accordance with the requirements of the health system;
 - ◆ stepping up cooperation between content of integrated study programs (Bachelor and Master) and studies in residency, in order to exclude repetition of identical or similar content within training levels;
 - ◆ stepping up cooperation between the content of bachelor's (cycle I) and master's (cycle II) higher education programs, in order to exclude the repetition of identical or similar content in training levels;
 - ◆ assessment of the quality of tests, subjects and case-studies used in the process of evaluation of students at credit-tests, promotion, licentiate and graduation exams.
11. Regular information on the activities carried out at the meetings of the Quality Management Board and the MHLSP Expert Council.



12. Provision of the storage and archiving of the documentation (in electronic or paper format), which serve as proof of the actions carried out.
13. Development of annually report on the activity of the Commission and sending it to the Quality Management Board, which will serve as a basis for the development of the consolidated report at the University level.

III. PROCEDURE FOR THE EXAMINATION OF MATERIALS

14. For the expertise of clinical protocols scientific and methodological-didactic materials, the author will submit to the Secretary of the Commission the following documents:
 - ◆ protocol, scientific / didactic / methodological-didactic material on paper according to the printing standards. Written by hand tests are not allowed;
 - ◆ the chair's recommendation for publication, confirmed by extract from the minutes of the meeting, signed by the president and the secretary of the meeting;
 - ◆ two reviews from the specialists in the field.
15. The Chairman and the Secretary of the Commission shall examine the file and, if the provisions of this Regulation are in conformity, determine the date of the meeting.
16. Depending on the field and specificity of the paper presented, the Chairman nominates two members of the Commission as assessors, who will present the Opinion in free form with the conclusions and recommendations, which will be kept in the Commission file.
17. At the meeting the author summarizes the paper (up to 10 min).
18. The nominated experts will present the Opinion with the conclusions and recommendations set up on the paper submitted for expertise.
19. Members of the Commission examine the work, express objectively their objections and opinions regarding the scientific and applicative value of the work.
20. If the material submitted for examination meets the requirements and the Opinions are positive, it is recommended for publication and promoted for final approval to the Quality Management Board of the University and, as the case may be, to the MHLSP Expert Council.
21. The Commission shall take decisions by a simple majority of the members present at the meeting.

IV. FINAL AND TRANSITORY PROVISIONS

22. The requirements of this Regulation are applied to each Commission in part.
23. Amendments to this Regulation shall be made as necessary during the course of the activity, following the same steps of coordination and approval.
24. This Regulation shall enter into force on the date of its approval by the University Senate.



25. The Regulation will be brought to the knowledge of the university community by posting on the University's website.

Coordinated:

First vice-rector, vice-rector
for academic activity

_____ Olga Cernetchii

Head of Didactics and
Academic Management Department

_____ Silvia Stratulat

Head of Department
of Continuing Medical Education

_____ Stela Aduji

Head of Law Department and
Human Resources Department

_____ Tatiana Novac