

	PUBLIC INSTITUTION NICOLAE TESTEMITANU STATE UNIVERSITY OF MEDICINE AND PHARMACY OF THE REPUBLIC OF MOLDOVA	page 1/11
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Translation from Romanian into English

APPROVED
*at the meeting of the Senate of
Nicolae Testemitanu University
minutes no. 5/17 of 25.04.2024*

REGULATION
**on the activity of the Faculty of Nicolae Testemitanu State University
of Medicine and Pharmacy of the Republic of Moldova**

I. GENERAL PROVISIONS

- 1.1. This Regulation is developed based on:
- ◆ Education Code no.152 of July 17, 2014;
 - ◆ Government Decision No. 1234/2018 on the conditions of remuneration of staff in educational institutions operating under financial-economic self-management;
 - ◆ Order ME RM No. 10/2015 on the probation and implementation of the Framework Regulation on the organization and functioning of the governing bodies of higher education institutions of the Republic of Moldova;
 - ◆ The Charter of Nicolae Testemitanu University;
 - ◆ Regulation of the Senate of Nicolae Testemitanu University;
 - ◆ Regulations, instructions and decisions of the governing bodies of the University, Ministry of Health, Ministry of Education and Research.
- 1.2. The Faculty is a functional, didactic-scientific, clinical and administrative unit of Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova (hereinafter University), which develops and manages study programs.
- 1.3. The establishment, reorganization and suspension of the activity of the Faculty shall be carried out by the decision of the University Senate.
- 1.4. The stipulations contained in this Regulation apply to all Faculties of the University and are binding for compliance by all employees, students of bachelor, master and integrated study programs in the University.
- 1.5. Persons from outside the University, working in the Faculties are obliged to comply with the provisions of this Regulation.
- 1.6. The Regulations of the Faculty shall be periodically revised in accordance with the changes in the normative acts, instructions and decisions issued by the University management

II. MISSION OF THE FACULTY

- 2.2. The Faculty constitutes the basic organizational-administrative unit of the University, which operates on the basis of the legislation in force, national regulations and instructions of the Ministry of Education and Research, the University Charter and the present Regulation.



2.3. The Faculty aims to organize and carry out the educational process, to carry out training, methodical and research activities, to monitor the academic path, for one or more specialties.

The Faculty has the following tasks:

- ◆ organization of health education in bachelor, master and integrated higher education, modern, flexible, in line with accepted national and international standards, including the requirements of the Bologna Declaration;
- ◆ quality assurance of studies;
- ◆ coordination and monitoring of teaching and research activities of departments and other subdivisions and implementing their results;
- ◆ training of multilaterally developed Health specialists, endowed with decent moral principles, knowledge and practical skills indispensable for the qualified, competent and responsible exercise of professional duties;
- ◆ selection, orientation and preparation of students for practical, research and teaching activities;
- ◆ training citizens of other countries in the traditions of the national medical school adjusted to the training requirements of specialists in their home countries;
- ◆ implementation of the results of scientific research and advanced world achievements in the field of Health Care for the purpose of continuous development of the quality of medical and pharmaceutical services;
- ◆ ensuring basic social needs of students;
- ◆ implementation of modern technologies in the process of training and knowledge assessment;
- ◆ promotion and development of inter-university cooperation with similar institutions and pharmaceutical and medical centers in other countries, as well as academic and professional mobility;
- ◆ promotion of national and universal culture and values;
- ◆ cultivating the tradition of free thinking and academic democracy in the spirit of respect for fundamental human rights and freedoms and the principle of the rule of law.

III. ORGANIZATIONAL STRUCTURE

3.1. The organizational structure of the Faculty comprises departments, disciplines, scientific laboratories, centres and other subdivisions and is approved by decision of the University Senate.

3.2. The Faculty consists of subdivisions – departments and disciplines, which constitute the structural unit of the Faculty, carrying out teaching and research activities.

3.3. Department/discipline is a complex academic, didactic-scientific and research subdivision, which organizes and carries out didactic, methodical and scientific activities and ensures the production, transmission and exploitation of knowledge in one or more related areas of professional training, stimulating and supporting scientific research.

3.4. The laboratory/center is a subdivision of the Faculty or department that provides conditions



for scientific research, technology transfer, experimentation and measurement and ensures the realization of practical and research work on one or more course units (disciplines) according to the curricula, scientific research plans, etc.

3.5. The Department, laboratory/center and other structural units of the Faculty operate on the basis of their own regulations, endorsed by the Faculty Council and approved by the University Senate.

3.6. The Commission for Quality Assurance and Curricular Assessment is established within the faculty. The Commission operates on the basis of its own Regulations, the composition of which is approved by the Faculty Council.

3.7. The number of students will be determined on the basis of the coefficients according to the legislative provisions.

3.8. The position of dean may be exercised by persons elected through a competition, based on the provisions of Article 33 of the Annex to Government Decision No. 1234/2018. Until the election by competition the position of dean may be exercised by a person appointed by order of the Rector.

IV. FACULTY MANAGEMENT

IV.1. FACULTY COUNCIL

4.1. **The Faculty Council** is the governing body of the faculty, which organizes, coordinates and ensures the didactic-scientific process at faculty level. The members of the Faculty Council are, as a rule, persons with scientific and scientific-teaching titles. The Faculty Council is elected for a 5-year term and its composition is approved by order of the Rector.

5. The members of the Council are: the dean, vice-deans, heads of departments, heads of studies, heads of subdivisions of the faculty, scientific-didactic staff, students, residents, employers' representatives. Students are represented in the Faculty Council in the proportion of 1/4 of the total number of members. The term of office of student members of the Council is one year, with the possibility of reappointment.

5.1. Replacements and additions to the number of members of the Council shall take place in accordance with Council Decision.

5.2. The Faculty Council shall cease its activity and shall be dissolved by operation of law at the end of its term of office or upon the dissolution of the Faculty.

5.3. The Faculty Council works in ordinary, monthly and extraordinary meetings:

- ◆ the ordinary meeting is convened by the Dean at least 3 calendar days prior to the meeting;
- ◆ the extraordinary meeting is convened at least 1 calendar day prior to the meeting at the request of the Dean or at least 1/3 of the total number of Council members.

5.4. The meetings of the Council are chaired by the Dean, who is the Chairperson of the Council, or by the Vice-Dean, who is the Vice-Chairperson of the Council in the absence of the Dean.

5.5. The quorum required for Council meetings shall be at least 2/3 of the total number of Council members.

5.6. Voting in the Council is direct and individual. Voting shall be by secret ballot in the cases stipulated in this Regulation or whenever the Council decides on persons. In all other cases the vote shall be open.

5.7. A decision shall be adopted if it secures a simple majority of the votes validly cast by those present, provided that a quorum is present.

5.8. Didactic and scientific-didactic staff, students or other persons directly related to the agenda may be invited to the Council meetings.

5.9. The debates and decisions of the Council are recorded in the minutes of the meeting. The minutes are signed by the Chairperson and the Secretary of the Faculty Council.

5.10. The activity plan of the Faculty Council is approved at the beginning of each academic year.

5.11. Council members who miss more than 3 meetings without good reason lose their membership.

5.12. The Faculty Council has the following tasks:

- a) approves the annual strategic and operational plan of the Faculty, the strategy of international academic cooperation, the development directions of the Faculty, as well as the measures proposed for implementation;
- b) examines and submits for approval to the Senate the educational plan, approves the curricula of the subjects taught, of the practical and production internships;
- c) analyzes and solves basic problems of the educational process at the faculty, such as the quality of the teaching-educational process, the results of the general and professional training of students, the results of exams and colloquiums, of teaching and production practice, the transfer of students from one group to another;
- d) approves the composition of the Commission for Quality Assurance and Curricular Assessment;
- e) proposes the composition of the Faculty Competition Committee;
- f) approves, at the proposal of the Dean, the structure, organization and functioning of the Faculty;
- g) approves by secret ballot, with simple majority, the proposal for the establishment or abolition of the Departments, as well as their structure;
- h) summarizes the proposals and initiatives of the departments, specifies the teaching and research tasks of the departments;
- i) approves internal academic assessment reports for provisional authorization, accreditation or periodic assessment of study programs;
- j) approves the establishment, modification or termination of study programs managed by the Faculty;
- k) controls the work of the Dean and approves the annual reports of the Dean on the general state of the Faculty;



- l) approves the positions of the Faculty and proposes exceptions in the establishment of norm hours; analyzes the appropriateness of modifying the positions proposed by some departments, when this is justified by the strategic interests of the Faculty;
- m) approves the hiring of specialists with recognized scientific value in the field, as visiting professors/associate professors;
- n) approves the measures for organizing the graduation examination;
- o) analyzes the results of the periodic peer evaluation of teaching staff and the results of the periodic student evaluation of teaching staff and proposes appropriate measures;
- p) proposes the application of disciplinary sanctions to the teaching staff of the Faculty, according to the law;
- q) submits to the Senate proposals for the granting of the title of consulting professor;
- r) approves the equivalence of studies, proposed by the Faculty Equivalence Commission, for students transferred from other universities

IV.2. FACULTY COUNCIL BUREAU

5.13. In the periods between meetings of the Faculty Council, the operational management is carried out by the Faculty Council Bureau, which consists of:

- ◆ Dean;
- ◆ vice-deans;
- ◆ secretary of the Council;
- ◆ student representative.

5.14. Faculty Council Bureau has the following tasks:

- ◆ updates the Faculty Activity Regulation and proposes it to the Senate for approval;
- ◆ implements and realizes the Decisions of the Senate, the Senate Bureau, the Admission Board and the Faculty Council;
- ◆ develops, monitors and updates the Curriculum;
- ◆ manages the use of the Faculty assets;
- ◆ submits to the Faculty Council for endorsement proposals for the establishment or abolition of departments or research units;
- ◆ submits proposals for disciplinary sanctions to the Faculty Council for consideration;
- ◆ adopts, when necessary, decisions on current issues between Faculty Council meetings;
- ◆ coordinates the conduct of Council meetings;
- ◆ approves the transfer of students from one group to another or between series;
- ◆ resolves social issues;
- ◆ convenes extraordinary meetings of the Faculty Council, if necessary.

IV.3. COMMISSION FOR QUALITY ASSURANCE AND CURRICULAR ASSESSMENT

5.15. Within the Faculty, by decision of the Faculty Council, the Commission for Quality Assurance and Curricular Assessment (hereinafter the Commission) is approved, which realizes the strategies and policies of quality assurance and curriculum reform process, in accordance with the vision, mission and policy of the University at Faculty level.

5.16. The Commission carries out its activity on the basis of the Regulation on the organization



and activity of the Commission for Quality Assurance and Curricular Assessment at the faculty level at Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova, approved by the Senate of the University and the Activity Plan, approved annually at the first meeting of the Commission

5.17. The mission of the Commission is:

- ◆ promoting and realizing the policy of quality assurance and curricular development in line with current European and global requirements in medical and pharmaceutical education;
- ◆ supporting teachers in their desire to teach students in a modern and effective manner;
- ◆ promoting research in medical and pharmaceutical education.

IV.5. DEAN OF THE FACULTY

5.18. The executive management of the Faculty is performed by the Dean, who is selected by public competition in accordance with the approved regulations and the University Charter once in 5 years and represents the Faculty in the University, in relation to other Faculties and organizations on national and international level.

5.19. The competition is open to teaching staff with the rank of professor or associate professor within or outside the University.

5.20. After his appointment by the Rector, the Dean appoints the Vice-Deans, from among the tenured teaching staff of the Faculty, who are validated by the Faculty Council and approved by order of the Rector of the University.

5.21. The Dean is directly subordinated to the Rector of the University and to the Vice-Rectors in the areas of activity.

5.22. The Dean is responsible for the management and leadership of the Faculty and performs the following functions:

- a) carries out the general management of the Faculty and administers its activities;
- b) endorses agreements concluded by the Faculty with the signature of the Rector of the University;
- c) establishes the duties of the Vice-dean through the job description, which shall be annexed to the individual employment contract. The Vice-dean is given attributions, for the concrete management and resolution of activities that the Dean coordinates within the Faculty;
- d) proposes for approval to the Faculty Council the structure, organization and functioning of the Faculty;
- e) follows and is responsible for the fulfillment of the objectives set regarding:
 - ◆ the academic and administrative structure of the Faculty;
 - ◆ periodic accreditation of study programs and research centers, as appropriate;
 - ◆ quality assurance of the educational process and scientific research;
 - ◆ management of human, financial and material resources at the disposal of the Faculty;
- f) convenes and chairs the meetings of the Faculty Council and the Faculty Council Bureau and signs the minutes of these meetings;
- g) applies the Rector's orders, the decisions of the Administrative Board, the Senate Bureau, the University Senate and the Faculty Council and is responsible for their implementation in the



Faculty;

- h) analyzes the job descriptions and reports on them to the Faculty Council;
- i) submits proposals for exceptions in the constitution of teaching norms;
- j) controls the dynamics of the student contingent within the Faculty;
- k) supervises the activities of granting scholarships to students;
- l) proposes the expulsion of students in accordance with the University regulations;
- m) signs the documents concerning the current activity of the Faculty;
- n) may nullify the results of an examination or of an assessment under the provisions of the University Charter and the approved Regulations, when it is proved that they have been obtained fraudulently or in violation of the provisions of the University's Moral Code, in such cases, may order the reorganization of the examination;
- o) is responsible for the organization of the graduation examination at the Faculty;
- p) approves the individual activity plans of the heads of the Faculty subdivisions (departments, laboratories, centers);
- q) may propose disciplinary sanctioning of subordinate staff and staff of the Dean's office;
- r) implements disciplinary sanctions and those established by the University Ethics Committee;
- s) carries out the periodic evaluation of the heads of departments and of the scientific-didactic and didactic, administrative and auxiliary staff directly subordinated to them;
- t) coordinates the development of investment and procurement plans at the Faculty;
- u) presents an annual report to the Faculty Council on the state of the Faculty, quality assurance and compliance with university ethics;
- v) is responsible for the organization and conduct of activities at the Faculty, for the observance of the legislation in force and of work discipline by the Faculty staff;
- w) fulfills any other duties established by the Senate, the Administrative Board, the Rector or the Faculty Council.

5.23. The Dean is accountable to the University Senate, together with the heads of departments for the proper conduct of competitions for the filling of positions, in compliance with quality standards, University ethics and legislation in force.

IV.6. CONDITIONS OF ACCESS TO THE POST OF DEAN OF THE FACULTY

5.24. A person may apply for the position of dean if:

- ◆ is a citizen of the Republic of Moldova;
- ◆ is fluent in the state language;
- ◆ holds the scientific title of doctor/ habilitated doctor and the scientific-didactic title of associate professor/ professor;
- ◆ is a staff member of the University and has worked in this educational institution for not less than 5 years in a staff member position;
- ◆ not over the legal retirement age;
- ◆ demonstrates integrity and fairness in dealing with colleagues;
- ◆ has managerial skills and team spirit

IV.7 PROCEDURE FOR ELECTION AS DEAN OF THE FACULTY

5.25. The Rector shall initiate, through the Competition Committee approved by the Senate,

the competition for the position of Dean, within 6 months from the vacancy of the respective position.

5.26. Elections for the position of Dean of the Faculty are organized by the Senate's Competition Committee, which registers the candidates for the post and supervises the conduct of the contest.

5.27. At the decision of the Senate, the Competition Committee shall issue a written notice of the opening of the competition for the position of Dean, with placement on the Faculty website and on the announcements of the respective faculty.

5.28. Candidates for the position of Dean are proposed by the departments, disciplines, chairs of the Faculty and/or the Faculty Council.

5.29. The election of the Dean of the Faculty is carried out in accordance with the following procedure:

- ◆ the chairperson of the Competition Committee appoints 2-3 members (case or ad-hoc committee, rotating) to organize the elections for the positions;
- ◆ the case committee ensures and monitors the conduct of the competition for the position of Dean;
- ◆ gives notice to the Faculty about the opening of the competition for the position of Dean;
- ◆ registers, for two weeks from the day of the announcement of the competition and proposes to the Competition Committee for approval, the applications for participation in the competition for the post of dean;
- ◆ organizes the discussion of the registered candidates and their programs at the general assembly of the scientific-didactic staff;
- ◆ by notice, one week before the general assembly, announces the names of the candidates;
- ◆ organizes and presides over the general meeting of the Faculty on the discussion of the candidates nominated for the position of Dean and their programmes of activity (the general meeting represents the permanent members of scientific-didactic staff and student representatives ($\frac{1}{4}$ of the number of members of the general meeting of the Faculty), announcing in advance (one week before) the names of the contenders;
- ◆ submits to the Competition Committee the decision of the general assembly on the forwarding of the candidate or the first two candidates who have received the highest number of votes;
- ◆ the decision on the recommendation of candidates for the position of Dean is approved by open or secret ballot;
- ◆ the Competition Committee approves the decision of the general assembly to support or reject the candidates recommended by the general assembly;
- ◆ candidates recommended by the Competition Committee shall be included in the ballot for the Senate meeting.

5.30. The Dean is elected for a term of 5 years and may serve a maximum of 2 consecutive terms.

IV.8 VICE-DEAN OF THE FACULTY

5.31. The Vice-Dean is appointed and dismissed by order of the Rector of the University on



the proposal of the Dean of the Faculty.

5.32. A person may apply for the position of vice-dean if:

- ◆ is a citizen of the Republic of Moldova;
- ◆ knows the state language;
- ◆ is a staff member of the Faculty and has worked at the University not less than 3 years;;
- ◆ has organizational and communication skills.

5.33. The Vice-Dean is a full member of the Faculty Council and the Faculty Council Bureau.

5.34. According to the job description the Vice-Dean has the following tasks:

- a) fulfills the tasks delegated by the Dean;
- b) bears responsibility for the organization of the study process;
- c) draws up the schedule of the examination and colloquium sessions, checks the execution of the session;
- d) systematizes the information on the students' choice in the selection of the optional subject for the respective academic year and informs the departments;
- e) organizes meetings with the heads of the groups on the fulfillment of their commitments concerning the organization of educational work in the groups, setting tasks;
- f) signs the correspondence of the Faculty in the absence of the Dean;
- g) is responsible for the work specific to the position for which he/she has been appointed.
- h) bears responsibility for scientific and research activities within the Faculty;
- i) monitors the observance by the students of the Faculty of the internal regime of the dormitories
- j) is aware of and complies with the provisions of the Quality Management System as the person in charge of QMS at the Faculty.

IV.9 FUNCTIONS AND DUTIES OF THE METHODIST/INSPECTOR:

- ◆ technical work in group formation;
- ◆ finalizing student files;
- ◆ issuing grade and student record books;
- ◆ monitoring students from socially vulnerable families;
- ◆ completing and distributing insurance policies;
- ◆ preparing and multiplying the nominal lists of student groups, posting them, and assigning them to departments;
- ◆ drawing up and completing students' personal files;
- ◆ recording and completing examination forms;
- ◆ completing and recording arrangements for recovering the absences, transfer to groups;
- ◆ completing and recording of certificates, typing of recommendation letters of students for merit scholarships;
- ◆ technical processing of orders about: granting scholarships; granting social scholarships; promotion; enrollment; expulsion; transfer to another faculty; reinstatement to studies; change of surname; issuing duplicate copies of student's card and record book; refund of hostel money; granting academic leave; reinstatement from academic leave; repeating the study year or semester;
- ◆ completing the academic certificate by years of study;



- ◆ finalizing and typing the information presented by the Vice-Dean on the success of students (local and foreign);
- ◆ preparation of all documents for the session: filling in of academic registers in the dean's office, distribution of examination lists to the departments;
- ◆ processing results of winter, summer sessions (including re-exams);
- ◆ distribution of attestation grades in groups;
- ◆ eliberarea fișelor de lichidare în cazuri de exmatriculare (eliberare);
- ◆ technical processing of program differentials of students reinstated or transferred from other Universities;
- ◆ typing of information for assessments, accreditations of the Faculty of Medicine;
- ◆ technical processing of student failure information;
- ◆ notifying departments of the University of Medicine about meetings held in the University;
- ◆ notifying the students requested by the dean's office;
- ◆ finalizing the necessary paperwork for the State Graduation Exams;
- ◆ collaborating with the archive service;
- ◆ respecting the University's Moral Code;
- ◆ fulfilling the verbal dispositions of superiors.

V. ASSETS OF THE FACULTY

5.1. The Faculty has office rooms, lecture halls and study rooms equipped with the necessary equipment and furniture.

5.2. The Faculty is provided with a technical and material base that contributes directly to the performance of its activities, in accordance with the provisions of this Regulations, approved in an established manner.

5.3. The technical-material base of the Faculty includes:

- ◆ material assets handed over for use by the University;
- ◆ the goods obtained, in accordance with the law, from sponsorship, donations, humanitarian aid, technical aid, etc.

5.4. The persons in charge of the assets are the managers of the Faculty, appointed by order of the Rector on the proposal of the Dean.

VI. RESPONSIBILITIES

6.1. The Faculty is responsible for the level, correctness, veracity and consequences of the implementation of the results of the didactic, scientific and clinical activities and for the non-compliance with individual employment contracts, internal regulations of the University and/or the legislation in force of the Republic of Moldova.

6.2. The Faculty is responsible for the integrity of the facilities, equipment and other goods received in use.

6.3. The employees of the Dean's Office are legally responsible for the fulfillment of their functional duties in accordance with the provisions of the legislation of the Republic of Moldova in force, the respective Regulation and job descriptions.



6.4. Faculty employees are responsible for:

- ◆ compliance with the current legislation of the RM and internal regulations of the University;
- ◆ responsible use of the equipment provided, without abuse;
- ◆ conscientiousness towards the tasks to be performed;
- ◆ quality of work and timely performance of tasks stipulated in the provisions of this Regulation.

6.5. The responsibility of each employee of the Faculty is regulated in the job description.

VII. FINAL PROVISIONS

7.1. This Regulation shall enter into force on the date of approval by the University Senate.

7.2. The Regulation of the Faculty is signed by the Dean of the Faculty, coordinated by the First Vice-Rector, Vice-Rector for Academic Activity and approved by the University Senate.

7.3. All amendments and additions to this Regulation shall come into force from the moment of its approval by the University Senate.

7.4. The Regulation shall be made public by placing it on the website www.usmf.md.

Coordinated

First Vice-rector, vice-rector
for academic activity

Olga Cernetchi

Head of Didactic and Academic
Management Department

Silvia Stratulat

Head of Legal Department,
Head of Human Resources Department

Tatiana Novac

Dean of Faculty of Medicine no.1

Gheorghe Placinta

Dean of Faculty of Medicine no.2

Mircea Betiu

Dean of Faculty of Pharmacy

Nicolae Ciobanu

Dean of Faculty of Stomatology

Oleg Solomon

Dean of Faculty of Residency

Livi Grib