

Translation from Romanian into English

APPROVED
at the meeting of the Senate of
Nicolae Testemitanu University
no. 1/6 of 23.01.2025

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

I. GENERAL PROVISIONS

1.1 SUBJECT OF THE REGULATION

1.1. The Faculty of Residency of the Public Institution Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova is a didactic-scientific, clinical and administrative subdivision of the University, which operates on the basis of the normative provisions in force.

1.2. This Regulation determines the organization and conduct of the activity of the Faculty of Residency (hereinafter referred to as the Faculty) in the Nicolae Testemitanu State University of Medicine and Pharmacy (hereinafter referred to as the University).

1.3. The reorganization and termination of the Faculty's activity is carried out by decision of the University Senate.

1.4. The Faculty participates in the training of doctors and pharmacists at the undergraduate and postgraduate training stage.

1.5. The Faculty contributes to the training of specialists in the full-time form of education, provided for by the normative acts in force.

1.2. LEGAL FRAMEWORK

1.6. The Regulation is developed based on:

- Education Code No. 152 of July 17, 2014;
- Charter of the Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova;
- Regulation on the organization of undergraduate (cycle I) and integrated higher education, approved by order of the Ministry of Education, Culture and Research No. 1625 of 12.12.2019;
- Government Decision No. 875 of 14.12.2022 on the approval of the Regulation on the organization and implementation of residency studies.

II. MISSION OF THE FACULTY

2.1. The Faculty's mission is multifaceted:

- a) **Educational aspect** – training of high-performance specialists in the medical and pharmaceutical fields in the specialties provided in the nomenclature of specialties and needs of the health system in the country.



- b) The academic offer is developed in accordance with the teaching and research standards promoted within a higher education institution. Disciplinary curricula are created with the aim of developing the knowledge and skills necessary for a young specialist. The purpose of the studies involves the possibility of successful employment.
- c) **Scientific aspect** – capitalizing on the scientific potential of teaching staff, as well as involving students and residents in scientific activity.
- d) **Socio-cultural aspect** – promoting general human values and shaping an institutional culture that would encourage the smooth conduct of academic life.

2.2. The Faculty objectives

- a) Ensuring undergraduate and postgraduate education in accordance with the University Charter, the Regulations for studies through residency, as well as the requirements of the Educational Standards adapted to international requirements.
- b) Ensuring enrollment in residency according to the plan (state order) for the training of specialized staff with funding from the state budget in higher education, developed by the Ministry of Education and Research and approved by the Government.
- c) Adjusting the training programs for resident doctors and pharmacists in accordance with the current provisions of the Nomenclature of specialties.
- d) Directing the undergraduate and postgraduate training process towards achieving the requirements of modern medical pedagogy.
- e) Implementing and using modern technologies in the process of training and assessing knowledge
- f) Continuous updating of residency study programs by specialties.
- g) Selecting and promoting the continuing education of teaching staff based on moral and professional criteria.
- h) Development and implementation of complex and objective methods for assessing the knowledge of students and residents.
- i) Promotion and encouragement of research activities of teaching staff, students and residents.
- j) Training of foreign citizens in the traditions of the national medical school adjusted to the requirements of the country of origin.
- k) Evaluation of beneficiaries' satisfaction for improving the undergraduate and postgraduate training process.
- l) Involvement of the academic community of the Faculty in the social activity of the University.

III. ORGANIZATIONAL STRUCTURE OF THE FACULTY

3.1. The organizational structure of the Faculty is approved by the decision of the University Senate and includes teaching departments, chairs, courses, scientific laboratories, centers, other subdivisions.

3.2. The Quality Assurance and Curriculum Evaluation Commission, approved by the Faculty Council, operates within the Faculty.

3.3. The Competition Commission for the filling of basic teaching positions operates at the Faculty.



IV. FACULTY MANAGEMENT

IV.1. THE FACULTY COUNCIL

4.1. The Faculty Council is the governing body of the Faculty, which organizes, coordinates and ensures the development of the didactic, clinical and scientific process at the Faculty level.

4.2. The Faculty Council is elected for a term of 5 years, in accordance with the Regulation on the occupation of teaching and management positions and the election of management bodies in higher education institutions, approved by the University Senate. The composition of the Council is approved by order of the Rector.

4.3. The Faculty Council is made up of scientific and teaching staff, students, resident doctors and doctoral students. The Council is represented by all subdivisions of the Faculty, based on the principle of equal rights. The members of the Faculty Council are: the dean, vice-deans, heads of departments and heads of clinics, representatives from among the residents doctors (15%).

4.4. The chairman of the Faculty Council is the Dean of the Faculty, and the vice-chairman – one of the vice-deans, elected by open vote by the members of the Council.

4.5. The secretarial activity and organizational issues of the meetings of the Faculty Council are carried out by the secretary of the Council, elected by open vote by the members of the Council.

4.6. The Faculty Council meets in ordinary and extraordinary meetings. The ordinary meeting is convened by the Dean at least 3 calendar days before the meeting. The extraordinary meeting is convened at the request of the Bureau of the Faculty Council or at least 1/3 of the total number of members of the Council at least 1 calendar day before the meeting.

4.7. The Faculty Council has the following duties:

- a) executes the decisions of the University Senate regarding the issues of organization, activity or restructuring of the Faculty;
- b) establishes the strategy and development directions of the Faculty;
- c) examines and submits for approval to the University Senate the Faculty activity plan;
- d) approves the Senate's proposals regarding the establishment or dissolution of departments or research units;
- e) approves the residency study programs and develops the residency study schedules;
- f) develops and submits for approval the evaluation committees of the residency graduation exams;
- g) synthesizes the proposals and initiatives of the departments and establishes the strategies and development directions of the Faculty;
- h) analyzes and resolves issues of the study process within the Faculty and those of studies through residency and clinical secondary education (quality of organization and implementation of the process, results of general and professional training of students, resident doctors and clinical secondary education, including results of the promotion and graduation exams of residency);
- i) monitors the employment of resident doctors in public medical and sanitary institutions and assignment to practical training;
- j) examines materials regarding cases of non-compliance of the activity of Faculty members;
- k) evaluates the activity of the Faculty subdivisions based on the Annual Activity Reports;
- l) approves the Annual Report of the Faculty Dean's Office.



IV.2 FACULTY COUNCIL BUREAU

4.8. The management of the Faculty's activities between Faculty Council meetings is carried out by the Faculty Council Bureau.

4.9. The Faculty Council Bureau is composed of:

- a) dean
- b) vice-deans
- c) secretary of the Council
- d) representatives of residents.

4.10. The Faculty Council Bureau has the following responsibilities:

- a) updates the Faculty's Activity Regulations and proposes them for approval to the University Senate;
- b) monitors the implementation of the decisions of the Senate, the Senate Bureau, the Board of Directors, the Admissions Committee;
- c) develops, updates and monitors the implementation of the University and Postgraduate Teaching Activity Plan;
- d) manages the rational use of the Faculty's assets;
- e) presents to the Faculty Council for approval proposals regarding the restructuring of the Faculty's subdivisions;
- f) develops the Faculty Council's activity plan;
- g) submits to the Faculty Council for approval the decisions and positions and candidates proposed for the competition;
- h) informs the Faculty Council of the decisions of the Senate regarding the issues of organization and restructuring of the Faculty;
- i) submits to the Faculty Council for examination proposals for the application of disciplinary sanctions.

IV.3 COMMISSION FOR QUALITY ASSURANCE AND CURRICULAR ASSESSMENT

4.11. Within the Faculty, by decision of the Faculty Council, the Commission for Quality Assurance and Curricular Assessment (hereinafter the Commission) is approved.

4.12. Commission 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.

4.13. 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.

4.14. The mission of the Commission is:

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



IV.4 COMPETITION COMMISSION

4.15. The Competition Commission of the Faculty is approved by order of the Rector upon the proposal of the Dean.

4.16. The Competition Commission aims to organize and efficiently conduct the process of evaluating and selecting applicants for scientific and didactic positions at the Faculty departments, pursuant to the provisions of the Regulation approved at the University level

4.17. The Commission is made up of a president, secretary and 5 members, who hold scientific and didactic titles and work within the relevant departments at the Faculty.

4.18. The activity of the Competition Commission is coordinated by the Dean of the Faculty and the Head of the Human Resources Department.

4.19. The Commission is convened upon the announcement of the public competition for the scientific and didactic positions and examines the files submitted by the head of the respective department, accompanied by the applicant's Application signed by the Rector and the extract from the minutes of the department meeting.

4.20. The meeting of the Competition Commission is chaired by the chairman of the commission and decisions are taken by open vote with a simple majority vote.

4.21. The results of the meeting are included in a report reflecting the topics discussed and the decisions approved.

IV.5 DEAN OF THE FACULTY

4.22. The executive management of the Faculty is assigned to the Dean, who represents the Faculty in the University, nationally and internationally.

4.23. The Dean of the Faculty is elected for a term of 5 years in accordance with the University Charter and the Regulation on the organization and conduct of the competition for the position of Dean approved by the University Senate.

4.24. The Dean appoints the vice-deans, from among the tenured teaching staff, who are validated by the Faculty Council and approved by order of the University Rector.

4.25. The Dean is directly subordinated to the University Rector and the vice-rectors in areas of activity.

4.26. The Dean fulfills the following duties:

- a) organizes and carries out the responsibility for the Faculty's activities;
- b) represents the interests of the Faculty within the University, in relations with the Ministry of Health and individuals and legal entities;
- c) coordinates the activity of the Faculty Council Office;
- d) develops strategies for the development of the Faculty;
- e) ensures the execution of the decisions of the University Senate, orders of the University Rector, the Faculty Council Office;
- f) organizes, ensures and coordinates the control of the teaching, curative and scientific activity within the Faculty;



- g) directs the process of updating the study programs through residency and clinical secondary education;
- h) coordinates the qualitative training of resident doctors;
- i) proposes to the University Rector candidates for hiring or releasing the support staff of the Faculty and the Dean's Office;
- j) is responsible for the discipline of the Faculty staff;
- k) knows and complies with the provisions of the Quality Management System;
- l) coordinates the processes of optimizing studies through residency;
- m) is responsible for drawing up the study schedule plan for the specialties of the Faculty;
- n) designates the candidates of residents for expulsion from the list of students;
- o) proposes to the rector the candidates for employment or dismissal of the technical and administrative staff of the Faculty;
- p) is responsible for the observance of labor discipline by the Faculty staff;
- q) coordinates and is responsible for the smooth conduct of the competitions for filling positions;
- r) signs collaboration agreements with other Faculties, transcripts, diplomas, etc.;

IV.6 VICE-DEANS

4.27. Vice-Deans are appointed and dismissed from their positions by order of the Rector of the University based on the proposal of the Dean of the Faculty

4.28. Vice-Deans are members of the Faculty Council and the Bureau of the Faculty Council.

4.29. The Vice-Dean has the following duties:

- a) performs the tasks delegated by the Dean;
- b) performs all activities delegated by the Rector, Vice-Rectors and other activities specified in the orders and decisions of the governing bodies of the University;
- c) is responsible for organizing the study process;
- d) distributes the schedules for the academic year and checks their implementation;
- e) draws up the composition of the committees and the schedule of graduation exams, checks its execution;
- f) systematizes information on the residents' opinion regarding the study process and activity in curative institutions;
- g) cooperates with the heads of groups for cultural and educational activity;
- h) is responsible for scientific and research activities within the Faculty;
- i) organizes audiences with resident physicians, heads of groups, analyzes the information and brings it to the attention of the dean and the department;
- j) participates in the implementation of academic mobility and the equivalence of grades;
- k) knows and complies with the provisions of the Quality Management System.

IV.7. DEPARTMENTS AND COURSES

4.30. The Department is the basic structural and functional subdivision of the Faculty, which operates based on the Regulation on the organization and functioning of the Department approved by the University Senate.

4.31. The Department's staff is made up of teaching, scientific-didactic and, where appropriate,



auxiliary teaching staff.

4.32. The following activities are carried out at the Department level:

- a) *teaching activities*: courses, practical work, internships, seminars for integrated and postgraduate university studies, in accordance with the curriculum and the staff lists;
- b) *research activities*, in accordance with the research plans and contracts;
- c) *administrative activities*, in accordance with the job description;
- d) *coordination* of clinical activity.

4.33. The decision to establish and abolish the department is taken by the Faculty Council, by a qualified majority vote of the members, expressed by open vote and is subject to the approval of the Senate.

4.34. The department is headed by the head of the subdivision.

4.35. The rights and obligations of the teaching staff of the Faculty are stipulated in the job descriptions and individual employment contracts.

4.36. The courses, which operate within the teaching subdivisions, are made up of teaching, scientific-didactic and scientific staff.

4.37. The basic duties of the courses consist in carrying out didactic, scientific-methodical activities in accordance with the approved plan.

V. CONDUCTING THE TEACHING PROCESS WITHIN THE FACULTY

5.1. The teaching process within the Faculty is carried out in accordance with the provisions of the Regulation on the organization of higher education studies based on the National Credit System at the *Nicolae Testemitanu* State University of Medical Sciences approved by the University Senate.

5.2. The teaching – learning – evaluation process is carried out according to the Curriculum developed based on the National Qualifications Framework and the Curriculum approved by the Senate.

5.3. Obtaining and maintaining the resident qualification is carried out in accordance with the Regulation on the organization of residency studies.

5.4. Citizens of other states are trained within the Faculty on a contract basis.

5.5. Training within the Faculty is carried out in Romanian, Russian, English and French.

5.6. The transfer of resident doctors to other specialties is carried out by decision of the meeting of the joint commission of representatives of the USMF *Nicolae Testemitanu* and the Ministry of Health of the Republic of Moldova.

5.7. The rights and obligations of the Faculty residents are stipulated in the Regulation on the organization of residency studies.

5.8. Resident doctors of the Faculty, foreign citizens, are obliged to comply with the rules of residence in the Republic of Moldova in accordance with the legislation in force.

VI. TECHNICAL AND MATERIAL PROVISION

6.1. The Faculty is provided with office rooms, lecture halls and study rooms equipped with equipment and furniture necessary for the conduct of the activity.



6.2. The Faculty is provided with a technical and material base that directly contributes to the conduct of the activity, in accordance with the provisions of this Regulation, approved in the established manner.

6.3. The technical and material base of the Faculty includes:

- a) material assets transmitted for use by the University;
- b) ordinary assets, according to the legislation, from sponsorships, donations, humanitarian, and technical aid, etc.

6.4. The manager, appointed by order of the Rector upon presentation of the Dean, is responsible for preserving the integrity of the Faculty's material assets.

VII. RESPONSIBILITY OF THE FACULTY

7.1. Faculty employees are responsible for the level, correctness, veracity and consequences of the implementation of the results of the educational and scientific activity carried out and for non-compliance with individual employment contracts, job descriptions, internal regulations of the University and/or the legislation in force of the Republic of Moldova.

7.2. Faculty employees are responsible for the integrity of the equipment, machinery and other goods received for use.

7.3. Faculty employees bear legal responsibility for the fulfillment of functional duties in accordance with the provisions of the legislation of the Republic of Moldova in force, the respective Regulation, job descriptions and individual employment contracts.

7.4. Faculty employees are responsible for:

- a) compliance with the legislation in force of the Republic of Moldova and the internal regulations of the University;
- b) responsible use of the equipment provided, without abuse;
- c) conscientiousness towards the tasks he has to perform;
- d) quality of work and timely completion of the tasks stipulated in the provisions of this Regulation.

VIII. FINAL PROVISIONS

8.1. These Regulations shall enter into force on the date of approval by the University Senate.

8.2. All amendments and additions to these Regulations shall enter into force upon their approval by the University Senate.

Coordinated by:

Prorector for Clinical
Activity Management

_____ Marcel Abraş

Head of Legal Department,
Head of Human Resources Department

_____ Tatiana Novac

Dean of the Faculty of Residency

_____ Livi Grib