



Translation from Romanian into English

APPROVED
at the meeting of Senate of
Nicolae Testemitanu SUMPh
minutes no 7/11 of 18.10.2017

REGULATIONS

**on organization and activity of Methodological Specialty Commissions
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 establishes the organization and functioning of the Methodological Commissions (hereinafter Commission), at Nicolae Testemitanu State University of Medicine and Pharmacy (hereinafter University).
3. The Commission is a consultative body of the Faculty Council, consisting of representatives of the teaching subdivisions, being proposed by the chairs. The composition of the commissions is approved by order of the rector for a period of 3 years, which can be changed as necessary.
4. The Commission is made up of the president, vice-president, secretary and members, the number varies depending on the specialty, but not more than 20.
5. Members of the Commission shall meet as necessary, but not less than once every two months, with making up of the minutes of the sitting, signed by the Chairman and Secretary.
6. 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.
7. 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 President of the Commission.



II. ATTRIBUTIONS OF THE METHODOLOGICAL SPECIALTY COMMISSION

8. The commission has the following attributions:
- ◆ the expertise of monographs, manuals, compendiums, guides, recommendations and guidelines, course supports and other methodological-didactic and instructive-methodical works;
 - ◆ control of the quality of scientific and methodical-didactic products on specialties made at the University;
 - ◆ evaluation of the theoretical and applied level of scientific and didactic works;
 - ◆ discussion and approval of Programs in Residency and Clinical internship structured in accordance with established procedures;
 - ◆ discussion and approval of continuing training programs in medicine or pharmacy structured in accordance with established 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;
 - ◆ enhanced co-operation between content of integrated study programs (I + II cycles) and residential studies to exclude repetition of identical or similar content within training levels;
 - ◆ assessment of the quality of tests, subjects and case-studies used in the process of evaluation of students at credit-tests, promotion, license and graduation exams.
9. Informs periodically the management of the Faculty regarding the activities carried out.
10. Provides the storage and archiving of the documentation (in electronic or paper format), which serve as proof of the actions carried out.
11. Develops annually an internal evaluation report on the quality of training within the faculty. A copy is sent 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

12. For the expertise of scientific-didactic materials and methodological-didactic materials, the author will submit to the Secretary of the Commission the following documents:
- ◆ 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.
13. The President 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.



14. Depending on the field and specificity of the paper presented, the Chairperson 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.
15. At the meeting the author summarizes the paper (up to 10 min).
16. Experții nominalizați vor prezenta Avizul cu concluziile și recomandările stabilite asupra lucrării prezentate spre expertiză.
17. Members of the Commission examine the work, express objectively their objections and opinions regarding the scientific and applicative value of the work.
18. If the material submitted for examination complies with the requirements and the Opinions are positive, it is recommended for publication and promoted for final approval by the Quality Management Board of the University.
19. The Commission shall take decisions by a simple majority of the members present at the meeting.

IV. FINAL AND TRANSITORY PROVISIONS

20. The requirements of this Regulation are applied to each Commission in part.
21. Amendments to this Regulation shall be made as necessary during the course of the activity, following the same steps of coordination and approval.
22. This Regulation shall enter into force on the date of its approval by the University Senate.
23. The Regulation will be brought to the knowledge of the university community by posting on the University's website.

Coordinated:

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