



*Nicolae Testemitanu State University of Medicine and Pharmacy*  
**REGULATION**  
**on organization and conduct of internships for students of**  
*Nicolae Testemitanu State University of Medicine and Pharmacy*

Pag. 1

**APPROVED**  
**minutes of the Senate meeting of**  
**Nicolae Testemitanu University**  
**no. 03 of 24.03.2022**

**REGULATION**  
**on organization and conduct of internships for students**  
**of Nicolae Testemitanu State University of Medicine and Pharmacy**  
**of the Republic of Moldova**

**I. GENERAL PROVISIONS**

1.1. This Regulation sets up the general framework for organization and conduct of internships in the process of initial training in higher education cycle I - Bachelor, integrated studies (cycle I + cycle II) and cycle II - master at *Nicolae Testemitanu State University of Medicine and Pharmacy* (Hereinafter University) for all categories of internships, a mandatory and essential component of professional training.

1.2. The regulation is developed in accordance with the following normative acts:

- Education Code of the Republic of Moldova no. 152 of July 17, 2014;
- The framework regulation on the internships in higher education, approved by the order of the Ministry of Education no. 203 of March 19, 2014;
- Regulation on the organization of Bachelor (cycle I) and integrated higher education, approved by order of the Minister of Education, Culture and Research no. 1625 of 12.12.2019;
- Regulation on the organization of Bachelor (cycle I) and integrated (Bachelor and Master) at Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova, approved at the Senate meeting, minutes no. 2/2 of 27 February 2020.
- Government Decision no. 482 of June 28, 2017 on the approval of the Nomenclature of professional training fields and specialties in higher education;
- Framework plan for higher education (cycle I - Bachelor, cycle II - Master, integrated studies, cycle III - Doctorate), MECC Order no.120 of 10 February 2020;
- Regulation on the organization and conduct of higher master's degree studies - cycle II, approved by the Government Decision of the Republic of Moldova no. 80 of February 16, 2022.

1.3. The following terms are used in this Regulation:

- **Internship** – activity carried out by students, in accordance with the educational plan, which aims to consolidate the theoretical knowledge acquired by them in the study plan and to train their skills in practical application in accordance with the specialty for which they are trained, creating favorable conditions for faster integration of future specialists in the professional activity.
- **Internship organizer** – *Nicolae Testemitanu State University of Medicine and Pharmacy* through its faculties / didactic subdivisions.



*Nicolae Testemitanu State University of Medicine and Pharmacy*  
**REGULATION**  
**on organization and conduct of internships for students of**  
*Nicolae Testemitanu State University of Medicine and Pharmacy*

Pag. 2

- **Internship partner** – the economic unit (medical or pharmaceutical institution, economic agent, legal entity without patrimonial purpose or an internal structure of the university) that carries out activities compatible with the fields of training and can participate in the process of practical training of students.
- **Trainee** – the student who carries out practical activities for the consolidation of the theoretical knowledge and the formation of skills of their application in accordance with the specialty for which he is trained.
- **Internship manager** – person appointed by the University who will ensure the planning, organization and monitoring of the internship.
- **Internship coordinator** from the Organizer - a person appointed by the University by Order of the Rector, who will monitor the observance of the training conditions and the quality of the internship, trainees' attendance, the acquisition of professional skills and the final assessment of students.
- **Tutor** – the person designated by the internship partner, who will ensure compliance with the conditions of training and acquisition by the trainee of the professional skills planned for the internship period.
- **Coordinating didactic subdivision** – the department / chair designated by the University that will ensure the development, improvement and updating of the discipline curriculum, the agenda / internship notebook, the methodological-didactic materials, the forms for the final evaluation of the trainee.
- **Collaboration contract** – agreement concluded between the internship organizer - the University - and the internship partner (university clinic) which will regulate the activity of the university clinic, in which the internship of the trainee will be carried out.

1.4. Internships are a mandatory part of the educational process and are carried out in accordance with educational plans for study programs and in the terms set up by the Academic Calendar.

1.5. The internships aim to deepen and consolidate the theoretical knowledge acquired by students during the studies and skills training set up by the National Qualifications Framework in the fields of professional training.

1.6. Internships can be carried out on the basis of a Contract - agreement concluded between the University, as an internship organizer, the internship partner and / or under the Order of the Minister of Health.

1.7. The internship partner can be identified in 2 ways:

- The University chooses the internship units, based on the collaboration contracts and the Order of the Ministry of Health, which approves the internship bases, or
- the student can choose the internship partner for the respective internship, which corresponds to the conditions provided in the Curriculum and obtains the positive opinion of the chosen internship partner.



## **II. OBJECTIVES AND TYPES OF INTERNSHIPS**

2.1. The educational objectives and the competencies to be obtained through the internship, as well as the ways for carrying out the internship are provided in the Curriculum and Internship Agenda (Notebook).

2.2. The basic objectives of the internships are:

- systematization, consolidation and deepening of theoretical knowledge;
- training and development of the student's practical skills to apply them in accordance with the specialty for which he is trained;
- adapting practical knowledge and skills to the requirements of the labor market both through initial training and through continuing training programs;
- capitalizing on the possibilities of hiring graduates, depending on their training and skills;
- promoting the research, selection and collection of materials necessary for the development of the bachelor's / master's thesis;
- ensuring excellence in training - education and research.

2.3. The types of internships are:

- a) specialized (initiation, clinical, etc.);
- b) bachelor's (documentation and development of the bachelor's thesis);
- c) master's (documentation and development of the master's thesis).

2.4. During *the introductory internship* in the specialty, students become familiar with the basics of the future specialty, they obtain primary skills for professional training. This type of internship can be carried out in medical institutions, pharmacies, medical offices, laboratories, workshops, computer centers, didactic-experimental and research stations, production units of higher education institutions or at high-performance enterprises in the field.

2.5. *The internship in specialty* takes place after the end of the summer session or during the semesters depending on the specifics of each study program. It aims at the formation of professional skills, their application and execution by the student in real practice conditions under the supervision of the coordinator / tutor.

2.6. *The bachelor's (graduation) internship* takes place in the last year of study and aims to develop the practical skills and competencies necessary for theoretical training, obtaining specific professional skills for self-employment in real socio-economic conditions; conducting research, documenting and collecting information for the development of the graduation project / thesis. The bachelor's internship is organized at enterprises, organizations, design and research institutions and, as an exception, at the specialized departments (of educational, medical, pharmaceutical and dental institutions), in accordance with the theme of the bachelor's (graduation) project / thesis.

2.7. *The master's internship* aims to train highly qualified specialists, being oriented towards obtaining specific professional skills in the field of the respective master's program and conducting research, documentation and information collection for the master's thesis.



2.8. Students may complete other internships, in addition to the compulsory internship in specialty provided in the Educational Plan, at any time during the years of university or master's studies, provided that their academic program is not affected. Carrying out these internships is not a motivation for the absence from the activities provided in the Educational Plan or for the non-fulfillment of the academic obligations.

### **III. ORGANIZATION AND CONDUCT OF INTERNSHIPS**

3.1. The parties involved in the organization and conduct of the internships are:

- a. *Nicolae Testemitanu State University of Medicine and Pharmacy*;
- b. Internship partner;
- c. Trainee – *Nicolae Testemitanu University* student;
- d. Internship manager;
- e. Internship coordinator;
- f. Coordinating didactic subdivision;
- g. Tutor.

3.2. Internships are carried out in university clinics, public medical institutions of republican, municipal and district level, private medical institutions, clinics of research institutions, dental clinics (state and private), public health centers (national, municipal and district), Pharmacies (state and private), Pharmaceutical production units, Center for the cultivation of medicinal plants - further bases for internships, identified by the University.

3.3. In order to organize the internships, the University will conclude collaboration contracts regarding the organization and development of the activity of the university clinics, including the internships. The internship bases will be selected according to the objectives and purposes of the internships, but it will also be taken into account the correspondence with the profile, endowment and capacity of the internship bases.

3.4. The distribution of the student to the base of internship will be made in accordance with his / her residence visa. If the trainee does not agree with the proposed institution, he / she will submit a request to the dean's office indicating the request to change the institution and the arguments in its favour (eg. employment in a medical institution other than the one assigned, change of residence visa, caring for a child up to 3 years old, etc).

3.5. If the internship is proposed by the student, he / she will submit a request to the dean's office, approved positively by the leader of the internship partner. The internship manager will analyze the corresponding of the internship base with the internship purposes and will communicate to the student the decision taken. The deadline for submitting applications is 2 months before the start of the internship. International students can do the clinical internship at home practice bases. To request this, students will submit an application to the Dean's Office of the faculty, 2 months before the start of the internship. After the Dean's approval, a collaboration contract will be concluded between the University and the internship partner.

3.6. The internship in specialty can also be done through placement mobility (Erasmus,



***Nicolae Testemitanu State University of Medicine and Pharmacy***  
**REGULATION**  
**on organization and conduct of internships for students of**  
***Nicolae Testemitanu State University of Medicine and Pharmacy***

Pag. 5

SCOPE, CEPUS, etc.)

3.7. The didactic subdivisions responsible for the conduct of internships will develop and approve the Curriculum for the internship, which will include the content, the finalities, the methods of completing and assessing it.

3.8. The internship manager from the faculty will represent the University in the process of negotiating the conditions for organization of the internship (period, duration, number of students) with the Internship Partner, will develop the lists of students, their distribution according to the type and place of internship, and will prepare the necessary materials for the drafting of the Order of the Rector of Nicolae Testemitanu University regarding the conduct of internships in the current academic year.

3.9. For the organization and conduct of the internship, the University will appoint internship coordinators - teachers from specialized departments, approved by the Rector's Order, and the Internship Partner will nominate tutors for the internship from the staff of the base-unit.

3.10. In case of need for changes in the order of the rector regarding the internship, the internship manager submits to Didactic and Academic Management Department (DAMD) a request, approved by the dean of the faculty, in order to modify the order.

3.11. The internship managers together with the internship coordinators will convene a meeting with the students regarding the conditions for conduct and assessment of the internship. During the meeting, the students will be distributed the travel forms, the agendas / notebooks of the internships, the copy of the Rector's and the MoH orders, as the case may be, regarding the internships in the current academic year.

3.12. During the internships, the coordinators will monitor the observance of the training conditions and the quality of the internship, the attendance of trainees and the acquisition of professional skills.

3.13. Students carry out internships individually or in groups with a set number of people, depending on the type of internship and the provisions of the contract concluded with the base-units for completing the internships.

3.14. On the first day of the internship, the students will come to the internship base with the travel form, the copy of the identity card and the internship agenda / notebook.

3.15. The individual assignments for the internship will be reflected in the Internship Curriculum and described in the internship agenda / notebook.

3.16. At the end of the internship, the student will present to the internship coordinator the individual report prepared according to the requirements stipulated in the agenda / guide for the internship, to which the reference with the grade given by the tutor, will be attached.



#### **IV. OBLIGATIONS OF PARTIES**

##### **4.1. Internship organizer:**

- at the University level, the process of organizing internships is coordinated / monitored by the DAMD, under the control of the vice-rector for academic activity;
- the obligation for the organization and conduct of the internship for each specialty belongs to the internship manager at Faculty level, to the head of the specialized teaching subdivision in the certain field and to the dean of the faculty;
- the responsibility for the development of the internship curriculum, of the methodological-didactic materials, of the final assessments of the internships is assigned to the coordinating teaching subdivisions;
- the curriculum developed by the responsible teaching subdivision is evaluated and approved by Commission for Quality Assurance and Curricular Assessment (CQACA) and the Faculty Council. The curriculum contains the internship program, which provides continuous practical training, establishing the content and consistency of training students in a comprehensive system of professional knowledge and skills, in accordance with the requirements of the National Qualifications Framework for higher education;
- the university has the responsibility to identify the ways of remunerating the work of the internship managers and coordinators in accordance with the legislation in force. If the internship managers / coordinators travel to the place of the internship outside the city, they will receive daily allowances and will be covered the cost of travel tickets.

##### **4.2. Internship managers have the following obligations:**

- facilitate the obtaining of internships for students;
- inform students of the Regulations for the organization and conduct of the internship (including the annexes that are an integral part of these regulations) and the internship curriculum;
- analyze and validate the internships proposed by the students based on the applications submitted by them;
- organize and carry out the procedure for allocating the available internship places through collaboration agreements concluded by the university with the internship partners;
- draft the internship order;
- draft the schedule of the distribution of students for internship;
- transmit to the dean's office of the faculty centralized information regarding the place, period and program of the students' internship;
- ensure the permanent communication with the faculty management (dean, vice-dean) and DAMD;
- distribute to the students: the curriculum, the internship agenda / notebook and the travel form, as the case may be;
- collect students' requests to change the place of the clinical internship;
- ensure contact with the institutions with which collaboration agreements are concluded;



*Nicolae Testemitanu State University of Medicine and Pharmacy*  
**REGULATION**  
**on organization and conduct of internships for students of**  
*Nicolae Testemitanu State University of Medicine and Pharmacy*

Pag. 7

- inform students about the date, place and manner of conducting the internship exam;
- ensure the appropriate conditions for the organization and conduct of the internship exam;
- inform students and departments on the date, place and manner of conducting the internship exam; If the internship is not in accordance with the commitments made by the internship partner in the collaboration agreement, they will inform the management of the organizing institution which may decide to discontinue the internship according to the agreement, after informing the head of the internship partner and receiving confirmation of receipt of this information. Another practice partner will be selected to continue the collaboration;
- do not assume responsibility for any damage caused by trainees to the practice partner.

**4.3. Internship coordinators have the following obligations:**

- establish the relations with the tutors from the internship base-units and, jointly, develop the work program for the internship;
- participate in the distribution of students in internships or their redistribution according to the type of internship;
- ensure the permanent contact with the students, inform, support and coordinate them in order to carry out the internship activity in good conditions;
- make monitoring visits to the internship partner to assess the manner and quality of the internship;
- ensure the appropriate conditions for the organization and conduct of the internship exam;
- identify and solve current problems by contacting the internship managers of the organizing entities or internship partners;
- check and sign the internship notebooks / agendas;
- monitor and evaluate the trainee's activity during the internship, if they travel to the place of internship outside the city, they receive a daily allowance and are covered the cost of travel tickets, in accordance with the legislation in force;
- participate in the internship assessment exam, give grades and registers the grades obtained by the students in UMIS and print the examination sheets;
- provide methodological advice to students who do internships based on individual program.

**4.4. Internship partners (internship base-units) have the following obligations:**

- organize the internships in accordance with this Regulation and the internship curriculum;
- appoint internship tutors from highly qualified and experienced specialists in the field;
- create the appropriate conditions for the efficient completion of the internship by ensuring the appropriate equipment - logistics, technical and technological - necessary to capitalize on the theoretical knowledge obtained by the trainee in the training process;
- ensure trainees' access to patients, laboratories, appropriate equipment, in accordance with the Internship Curriculum;
- conduct training of students in occupational safety issues;
- monitor the terms of the internships;



*Nicolae Testemitanu State University of Medicine and Pharmacy*  
**REGULATION**  
**on organization and conduct of internships for students of**  
*Nicolae Testemitanu State University of Medicine and Pharmacy*

Pag. 8

- control the observance by the trainees of the Regulation of internal order of the internship base-unit;
- assess the level of professional skills acquired by the trainee, as well as his behavior and the way of integrating him into the activity of the institution.

4.5. The trainee (student) has the obligation to come to the place of practice within the established period, to observe the Internal Regulations imposed by the management of the host institution, to acquire skills prescribed in the internship program and to prepare a report on the results of the internship activity.

4.6. The trainee assumes full responsibility for the observance of the rules of organization and safety at work specific to the host unit throughout the internship. In the event of a dispute between the student-trainee and the host institution, they may call on the Internship Coordinator to act as mediator.

**4.7. The trainee (student) has the right:**

- to choose the clinical base-units for the internship, in addition to those proposed by the University provided that a contract, regarding the organization and development of the internship of the students, is signed and concluded;
- to request the recognition of optional volunteering, at the same time or consecutively, in one or more host institutions, with which the higher education institution has concluded a collaboration agreement, as an internship;
- to carry out internships abroad based on individual contracts according to the established requirements;
- to apply for appropriate conditions at the place of the internship (work), endowment with equipment, materials, literature, etc.;
- request and obtain explanations, consultations on the content of internship and the practical maneuvers to be learned;
- to intervene with proposals for the organization and conduct of internships, as well as for the improvement of the processes carried out in the base-unit of internship.

**4.8. Trainee's (student's) obligations:**

- to do the internship in strict accordance with the Order of the Rector of the University. Changing the internship without the consent of the decision makers (internship manager, dean of the faculty) is prohibited;
- to fully complete the internship program, to comply with these Regulations;
- to execute the disposals and recommendations of the internship coordinators and tutors;
- to comply with the internal operating regulations and the conditions of safety and health at work, according to the specific requirements of the unit for the internship;
- to come to the internship unit within the established terms;
- to observe the work discipline in the host unit and the working hours;
- to show interest in the clinical / production activity and to carry out the activities provided in the program;





*Nicolae Testemitanu State University of Medicine and Pharmacy*  
**REGULATION**  
**on organization and conduct of internships for students of**  
*Nicolae Testemitanu State University of Medicine and Pharmacy*

Pag. 9

- to communicate effectively, non-discriminatoryly and assertively with employees and beneficiaries of the internship unit;
- to present to the coordinator / tutor, in case of illness, an explanation of reason accompanied by the medical certificate;
- to recover the days / hours absent with a good reason or without it at the end of the internship period, within the established terms;
- to record their entire work in the internship agenda / notebook and present the internship report;

4.9. The activity carried out during the internship is generally not remunerated, but, at the decision of the internship partner, the student-trainee may be employed, based on an employment contract, according to the legislation in force.

4.10. The conditions of employment of students, the schedule of the day and the working week for the trainees will correspond to the norms of the Labor Code.

4.11. Students enrolled on the basis of contracts between institutions and economic units, as a rule, carry out internships in those base-units.

4.12. Students who have been assigned to internships abroad and have the respective confirmation document with the description of the activities performed, the duration of the internships, the number of hours completed, the internships are recognized with the granting of the established number of credits.

4.13. Volunteering provided by students in areas of public utility related to the profile and specialty of study of the volunteer, based on collaboration agreements with host institutions, confirmed by the volunteer card or nominal volunteer certificate, is recognized as an internship and is credited annually with 5 transferable study credits for 150 hours of volunteering.

4.14. Volunteering provided by students, for the purpose of developing skills and training professional experience, confirmed by the volunteer card, nominal certificate and volunteer contract, will be considered an introductory internship or a bachelor's (graduation) internship if at least 40 hours have been confirmed.

4.15. If the internship is carried out between September 1 and June 30, the trainee's scholarship is retained, regardless of whether or not he is an employee at the place of the internship.

## **V. ASSESSMENT OF INTERNSHIPS**

5.1. The assessment of internships is done both during the internship and at the end of this activity.

5.2. The current assessment, during the internship, is performed by the internship coordinator and the representative (tutor) of the internship base-unit, taking into account the student's participation in the scheduled work and his / her training in the execution or coordination of operations included in the internship.



***Nicolae Testemitanu State University of Medicine and Pharmacy***  
**REGULATION**  
**on organization and conduct of internships for students of**  
***Nicolae Testemitanu State University of Medicine and Pharmacy***

Pag. 10

5.3. The final assessment is carried out by the Examination Board which consists of the coordinators of the internship and the representatives of the coordinating teaching subdivision.

5.4. At the final assessment, the internships are assessed with grades by the Examination Board, taking into account the reference of the representative from the internship base-unit about the trainee's activity, the results of the individual task, the assessment of the internship tutor. The criteria for assessing the internship are established by the DAMD together with the dean's office and the coordinating teaching subdivision.

5.5. At the end of the internship, the student presents to the University coordinator the materials and documents developed / completed during it, as follows:

- a) internship agenda / notebook;
- b) the internship report, prepared in accordance with the requirements of the specialized chair/ department;
- c) materials collected during the internship, attached to the report;

5.6. The internship will be recognized in the internship exam only if the following conditions are met:

- a) the student has completed the internship in the volume established in the Curriculum, in a field directly related to his / her specialty, using and acquiring knowledge relevant to the practice of the profession in which he / she is preparing, having as reference the internship program;
- b) the internship notebook was checked and countersigned by the internship partner, through the opinion of the tutor from the base-unit;
- c) the activity during the internship was assessed by the coordinator approving the report.

5.7. The assessment involves:

- a) at the end of the internship, the tutor from the base unit draws up an opinion on the student's activity during the internship. The result of this assessment will be the basis for the trainee's grade in the exam;
- b) the internship coordinator assesses the material presented by the student in the Internship Report, writing his approval on the title sheet;
- c) during the exam, the student will demonstrate the practical skills acquired according to the requirements determined by the specialized chair / department and dean's office and approved by DAMD;
- d) the form of assessment and the credits granted for the internship activity are indicated in the educational plan for the respective program.

5.8. The internship is assessed with a separate grade, according to the 10-point system. The grades are entered in the examination sheet and in SIMU, with the subsequent printing of the transcript. The examination sheet will be completed as follows:

- a) current assessment 1 (coefficient 0.25) - grade of the internship partner from the tutor's opinion;
- b) current assessment 2 - coordinator's grade (coefficient 0.25);



***Nicolae Testemitanu State University of Medicine and Pharmacy***  
**REGULATION**  
**on organization and conduct of internships for students of**  
***Nicolae Testemitanu State University of Medicine and Pharmacy***

Pag. 11

c) final assessment – examination grade (coefficient 0.5)

5.9. The grades obtained for the internship are included in the results of the respective examination session, they are taken into account when calculating the average academic success of the student.

5.10. The assessment of the bachelor's / master's internship is done by the internship coordinator, according to the student's activity in the project development process and the characteristic given by the management of the internship base-unit.

5.11. Students who have not fully completed the educational plan and have not obtained the credits related to all the compulsory and optional course units / modules and the internship are not admitted to take the stages of the bachelor's exam and the bachelor's project / thesis.

5.12. Unreasoned absence from the internship is considered as a non-completing of the educational plan for the respective academic year and entails, along with other arrears, consequences according to the regulations in force.

5.13. The recovery of the remaining specialized internship is made based on the student's request, with the positive approval of the Dean's Office, and the recovery schedule is drawn up by mutual agreement with the head of the unit where the practice will be done.

5.14. Students who have not completed the internship programs for good reasons, are repeatedly enrolled in the internship, taking into account the possibilities of its development during the holidays or the next semester.

5.15. In case of non-compliance with the conditions set out in art. 56 the student is not admitted to the internship exam, which entails, along with other arrears, consequences according to the regulations in force.

5.16. The student who did not complete the program of the internship of documentation and elaboration of the projects / bachelor's / master's theses is not admitted to the defense of the project / bachelor's / master's thesis.

5.17. The internship manager prepares and presents an annual report on the results of the internships of the students by study programs. The totalization of the internships is done during the meetings of the responsible subdivisions, CQACA, the Faculty Councils, the Quality Management Council and the Senate.

5.18. If the internship is not in accordance with the commitments made by the internship partner under the Contract, the University may decide to stop the internship, after prior notice to the head of the Internship Partner and after obtaining confirmation of receipt of this information.

5.19. The reports and agendas of internships, organized in academic groups, are kept at the specialized department.



## VI. FINAL PROVISIONS

6.1. The organizer of the internship, according to point 32, will take care of the working and living conditions of the student at the place of the internship, of the hygienic-sanitary conditions, of the observance of the requirements of the normative work acts.

6.2. Based on the Regulation, as the case may be, the Faculties will develop their own regulation for the conduct of the internships specific to the study programs.

6.3. Based on this Regulation, the teaching subdivisions of the University will develop guides and teaching materials (agendas, notebooks, control sheets, methodological recommendations, report templates) on practical training of students, depending on the specifics of the field and specialty, the type of internship etc.

6.4. This Regulation may be supplemented or amended by the decision of the University Senate.

6.5. This Regulation enters into force after its approval by the University Senate starting with a.y. 2022-2023.

Coordinated:

Vice-rector  
for academic activity

Olga Cernetchi

Head of Didactic and  
Academic Management Department

Silvia Stratulat

Head of Quality  
Management Unit

Virginia Salaru

Dean of Faculty  
of Medicine 1

Gheorghe Placinta

Dean of Faculty  
of Medicine 2

Mircea Betiu

Dean of Faculty  
of Stomatology

Oleg Solomon

Dean of Faculty  
of Pharmacy

Nicolae Ciobanu

Head of Legal Department/  
Human Resources

Tatiana Novac

President of Students  
and Residents Association

Gheorghe Buruiana